

DYDD IAU, 1 EBRILL 2021

AT: HOLL AELODAU'R PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO

YR WYF DRWY HYN YN EICH GALW I FYNYSCHU CYFARFOD RHITHWIR O'R **PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO** SYDD I'W GYNNAL AM **2.00 YP** AR **DYDD LLUN, 12FED EBRILL, 2021** ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA ATODEDIG.

Wendy Walters

PRIF WEITHREDWR

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Ffôn (Llinell Uniongyrchol):	01267 224027
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Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO 13 AELOD

GRŴP PLAID CYMRU – 7 AELOD

- | | | |
|----|------------|------------------------------|
| 1. | Cynghorydd | Ann Davies |
| 2. | Cynghorydd | Handel Davies |
| 3. | Cynghorydd | Colin Evans |
| 4. | Cynghorydd | Jeanette Gilasbey |
| 5. | Cynghorydd | Betsan Jones |
| 6. | Cynghorydd | Dai Thomas |
| 7. | Cynghorydd | Gareth Thomas (Is-Gadeirydd) |

GRŴP LLAFUR – 3 AELOD

- | | | |
|----|------------|--------------------------|
| 1. | Cynghorydd | Fozia Akhtar (Cadeirydd) |
| 2. | Cynghorydd | Rob Evans |
| 3. | Cynghorydd | Shirley Matthews |

GRŴP ANNIBYNNOL – 3 AELOD

- | | | |
|----|------------|-----------------|
| 1. | Cynghorydd | Anthony Davies |
| 2. | Cynghorydd | Irfon Jones |
| 3. | Cynghorydd | Hugh Shepardson |

AGENDA

1. YMDDIHEURIADAU AM ABSENOLDEB
2. DATGANIADAU O FUDDIANNAU PERSONOL GAN GYNNWYS UNRHYW CHWIPIAU PLEIDIAU A RODDIR MEWN YMATEB I UNRHYW EITEM AR YR AGENDA
3. CWESTIYNAU GAN Y CYHOEDD (NID OEDD DIM WEDI DOD I LAW)
4. BLAEN-GYNLLUN ARCHIFAU SIR GAERFYRDDIN 5 - 30
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Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR CRAFFU - CYMUNEDAU AC ADFYWIO
12 EBRILL 2021

BLAEN-GYNLLUN ARCHIFAU SIR GAERFYRDDIN

Y Pwrpas:

Rhoi cyfle i'r aelodau adolygu a rhoi sylwadau ar Flaen-gynllun drafft Archifau Sir Gaerfyrddin 2021-2024.

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Datblygu Gwasanaeth Archifau Sir Gaerfyrddin.

Y rhesymau:

- Galluogi aelodau i gyflawni eu rôl o ran craffu ar y cynlluniau ar gyfer datblygu Archifau Sir Gaerfyrddin
- Sefydlu gwaelodlin ar gyfer monitro perfformiad a chyflawni Safonau Achredu yn y dyfodol.

**Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad:
 NAC OES**

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Y Cyngorydd Peter Hughes Griffiths (Deiliad y Portffolio Diwylliant, Chwaraeon a Thwristiaeth)

Y Gyfarwyddiaeth

Cymunedau

Enw Pennaeth y Gwasanaeth:

Ian Jones

Awdur yr Adroddiad:

Hayden Burns

Swydd:

Pennaeth Hamdden

Rheolwr Trawsnewid Archifau

Rhifau ffôn:

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Cyfeiriadau E-bost:

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EXECUTIVE SUMMARY
COMMUNITY & REGENERATION SCRUTINY COMMITTEE
12TH APRIL 2021

CARMARTHENSHIRE ARCHIVES FORWARD PLAN

Carmarthenshire Archives provides an archive service which acts as the corporate and social memory of the county of Carmarthenshire, ensuring a permanent legacy for future generations.

In 2023, the service will be applying for archive accreditation under The National Archives, Archive Accreditation Scheme. This scheme defines good practice and identifies agreed standards, thereby encouraging sustainable service development.

To gain accreditation, it is recommended that the Services' Forward Plan be considered and approved by its governing body. This report seeks that input from scrutiny members for final approval by the Executive Board Member.

Carmarthenshire Archives Forward Plan describes the aims and objectives of the service during this cycle and reaffirms its mission to protect, promote and make accessible the documentary heritage of Carmarthenshire to the communities it serves.

The key objectives for the service as set out in the Forward Plan, are to

- Collect, care for, document and develop the county's archives in whatever format and provide access to them in imaginative, innovative, and inclusive ways.
- Ensure that the service is accessible, sustainable, and friendly, reaching beyond its visiting audiences, and all with the highest standards of customer care.
- Offer visitors and volunteers engaging and informative experiences, as well as creating new and compelling opportunities for learning.

By implementing the Carmarthenshire Archives Forward Plan 2021 - 24 the service will be better able to meet its key objectives and those of Carmarthenshire County Council.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

1. Local Member(s) N/A

2. Community / Town Council N/A

3. Relevant Partners : The National Archives; Museums, Archives and Libraries Division (MALD) within Welsh Government.

4. Staff Side Representatives and other Organisations N/A

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED:

YES

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THERE ARE NONE

Mae'r dudalen hon yn wag yn fwriadol

CARMARTHENSHIRE ARCHIVES

FORWARD PLAN, 2021 – 2024

carmarthenshire.gov.uk



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1. CONTEXT

Carmarthenshire Archives is located in the county town of Carmarthen, Carmarthenshire, Wales.

The service forms part of the Carmarthenshire County Councils' Communities Department and as such, contributes to the corporate policies and themes of the Carmarthenshire County Council.

Carmarthenshire Archives operates within a legislative framework defined by *inter alia* the Local Government Acts, 1962, 1972, & 1994 (Wales), the Public Records Act, 1958 & 1967, the Data Protection Act, 2018, the Freedom of Information Act, 2000 and the Environmental Information Regulations, 2004.

1. It is the authorised archive service for the custody of the official records of Carmarthenshire County Council and its predecessor authorities under the Local Government Act, 1972 and Local Government (Wales) Act, 1994.
2. It is an approved 'Place of Deposit' under the Public Records Acts 1958 and 1967 for a number of classes of Central Government records held locally (Public Records) e.g. the records of the Courts of Quarter Sessions, the Magistrates Court, the County Court and the Coroner.
3. It has been empowered to acquire archives by deposit, gift or purchase and to preserve and make them available under The Local Government (Records) Act, 1962 (c.56). Section 4 of this Act also permits the allocation of resources to persons looking after such archives.
4. It is recognised by the Representative Body of the Church in Wales as a repository for parochial records within the area defined by its agreement with Carmarthenshire Archives.
5. It is recognised by the Master of the Rolls as an official repository for manorial and tithe records under the Law of Property Act, 1922, the Law of Property (Amendment) Act, 1924 and the Tithe Act, 1936.

The service is responsible for the curation of Public Records including Coroner's, Quarter Session and Petty Session Court Records. Other Public Records held include Hospital, Shipping and Transport records. It also holds Official Records from bodies such as the County Council, Boroughs, District Councils and Parish/Community Councils. Other deposited records include family and estate collections, solicitors, businesses, clubs and societies, churches and chapels and personal items.

CONTACT DETAILS:

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C/o Carmarthen Library
9 St Peter's St
Carmarthen,
SA31 1LN
Wales

Telephone: TBC
Email: TBC
Website: TBC

2. INTRODUCTION

This Service Delivery Plan sets out the vision and aspirations for the services we provide to our local communities and visitors, and the role we play in supporting the wider corporate agenda. The plan provides staff, colleagues, stakeholders and users with a new outcome-focused action framework for our service for the period 2021 - 2024.

The plan has been informed by the requirements of the Archive Service Accreditation standard. The Archive Service Accreditation standard is the UK standard for archive services. The standard defines good practice and identifies agreed standards, thereby encouraging and supporting development. It replaces The National Archives' Standard for Record Repositories and its self-assessment programme for local authority archives in England and Wales. For further information please see: <http://www.nationalarchives.gov.uk/archives-sector/archive-service-accreditation/>

All staff will be issued with a copy of the Service Plan and Action Framework and this document will form the basis of individual Performance Review and Development meetings and work plans.

3. ANALYSIS OF ENVIRONMENT

3.1. Carmarthenshire County Council's Corporate Strategy, 2018 - 2023

'Moving Forward in Carmarthenshire: the next 5 years' makes it clear that regeneration is the Council's number one priority.¹

The plan identified a number of key projects and programmes that the Council will strive to deliver over a five-year period as it seeks to continuously improve economic, environmental, social and cultural well-being in the County.

The Council's Vision can be summed up as follows:

"Life is for living, let's start, live and age well in a healthy, safe and prosperous environment"

These priorities will form the basis of Carmarthenshire Archives' Forward Plan for 2021 - 2024.

¹ "Moving Forward in Carmarthenshire The Council's Corporate Strategy 2018-2023. Updated June 2019". Available online: <https://www.carmarthenshire.gov.wales/media/1219049/corporate-strategy-revised-2019-20.pdf> (Accessed 02/11/2020).

3.2. PESTLE Analysis of the External Factors

Political <ul style="list-style-type: none"> • Welsh Government led strategies and priorities • Revised strategic priorities • Outcome of Brexit negotiations and devolved powers 	Economic <ul style="list-style-type: none"> • Post Brexit funding • Continued funding cuts for council services • Increased pressures to generate extra income
Social <ul style="list-style-type: none"> • Bilingualism and interest in Welsh culture and community • Need to create a more inclusive service and attract a more diverse audience with a wider range of ages • Rising user expectations in terms of facilities and access • Public perception of service relevance 	Technological <ul style="list-style-type: none"> • Expectation that catalogues and collections will be available online • Increasing use of digital services • Increased digital and decline in paper records requires a sustainable solution for Digital Preservation • Development of new tools for reaching out to new audiences in a cost-effective manner
Legal <ul style="list-style-type: none"> • Local Authorities need to maintain and provide access to archives to fulfil a variety of requirements under Freedom of Information, Data Protection and Local Government Acts 	Environmental <ul style="list-style-type: none"> • The archive collections held in Carmarthenshire are of great significance to the people of Carmarthenshire, Wales and beyond

4. CONSULTATION AND AN ANALYSIS OF VIEWS

4.1. Overview.

Carmarthenshire Archives has a number of communities which reflect the nature of its collection and the appeal of the variety and high standard of the service we offer.

The term 'communities' in this context does not refer simply to the local population or county of Carmarthenshire. Our community extends beyond the formal boundaries of the county. Carmarthenshire Archives serves multiple communities: local, national, and international; different communities of researchers and other types of direct and indirect users and of non-users. Different aspects of this wider community will attract different priorities, types, and levels of services.

This forward plan has been developed to ensure that the service has a planned customer-focused approach to improving engagement and access for its communities enabling it to respond to the needs and interest of all stakeholders. Much care has been taken to ensure that the forward plan is appropriate to the service mission statement and the nature and scale of the collections.

The plan has been created on the understanding that the immediate priority is to reopen the service to the public after a long period of closure. Once the service has reopened this plan will be revised with stakeholders given the opportunity to engage with the future direction of the service. This process will enable the Carmarthenshire Archives to better meet the needs and interests of the communities it is established to serve.

4.2. SWOT Analysis of Internal Factors.

Strengths	Weaknesses
<ul style="list-style-type: none"> Archives building meeting all the necessary standards Experienced, well qualified staff Friends group and volunteers Positive staff attitudes Good quality service delivery First class collections Links with Carmarthen Library and Museum service Support of senior officers and local community 	<ul style="list-style-type: none"> Operating with reduced levels of staff, reduced resources Low service profile externally No digital preservation, no systematic digitisation Catalogues not available online Limited current initiatives in outreach work Limited audience development work
Opportunities	Threats
<ul style="list-style-type: none"> Significant potential for partnerships / collaborative working with other regional archive services Opportunities for other local authorities to buy into our services Opportunities offered by corporates records management needs 	<ul style="list-style-type: none"> Low levels of staffing will result in reduced service delivery and impact on range of services offered Economic climate - budget reductions are more than can be accommodated through efficiency gains, and will impact on core business Inability to retain volunteers & 'friends' Impact of other political priorities leading to low priority for resources Perceived lack of relevance both internally and externally

5. PRIORITIES

5.1. Vision, Mission, Values, Strategic Aims.

Our Vision

Our vision is to provide a sustainable archive service that is imaginative, innovative and inclusive.

Our Mission

Our mission is to identify, collect and preserve archive materials relating to the county of Carmarthenshire and its inhabitants and make them available to anyone who wishes to use them.

We are also particularly keen to raise awareness of our collections' educational potential through partnerships with educators and the communities we serve.

Our Values

Our values underpin and guide the way that we work, the way we improve and the way we make decisions in our community.

- **Working as one team** - We recognise that by working together and making constructive connections we can make the best use of our resources for our communities
- **Focus on our customers** - We work to improve the lives of the people in our communities this is our focus and key purpose.
- **Listen to improve** - We will listen and engage with our communities, partners and all stakeholders to inform our improvement plans.
- **Strive for excellence** - We will remain vigilant and ensure that we deliver to the best of our abilities and always explore ways to improve what we do.
- **Act with Integrity** - We will actively think about what is the right thing to do when presented with choices in a work situation.

5.2. SPECIFIC OBJECTIVES

Archive service objectives are listed below and aligned with Carmarthenshire County Council's vision areas (colour coded).

1.	<p>CCC Priority Area: <i>Start Well</i></p> <p>Objectives:</p> <ul style="list-style-type: none"> ○ To create social media strategy to engage and promote the collections / activities to new and existing audiences ○ To provide work placement opportunities for young people and school children ○ To develop a formal learning offer for primary and secondary schools by working in partnership with the library and museum services ○ To secure the return of the Carmarthenshire collection and make it available to the public ○ To standardise catalogues and CALM and prepare for export to the Archive Hub ○ Acquire new archive materials ○ To achieve the Archive Service Accreditation Standard
2.	<p>CCC Priority Area: <i>Live Well</i></p> <p>Objectives:</p> <ul style="list-style-type: none"> ○ To deliver a high standard of public service to on-site visitors and those visiting the website ○ To develop effective and productive relationships with internal & external stakeholder groups ○ To create and implement an Audience Development Plan ○ To develop and deliver a programme of activities to celebrate reopening of the new building ○ To explore the potential for digitising collections and making them available online, including working with commercial partners ○ To reduce the County Council's exposure to cost and risk by ensuring compliance with information legislation ○ To agree staff annual objectives & identify training needs

3. CCC Priority Area: *Age Well*

Objectives:

- To develop a strategy to secure additional sources of funding
- To provide added value services using volunteers - create Volunteer policy; recruit onsite / remote volunteers, etc.
- To re-establish links with Friends Group *et al.*

4. CCC Priority Area: *Healthy, Safe & Prosperous Environment*

Objectives:

- To deliver a usable process to make progress against digital preservation challenges
- To ensure that processes, procedures, and infrastructure are in place to preserve and conserve analogue records
- To maintain an emergency response plan for the service and ensure that it is reviewed annually, or when the need arises, and revise where necessary
- To maintain a secure environment for the long-term preservation of the collections according to national standards (BS4971:2017)
- To ensure that all H&S documentation is up to date & training completed

5.3. ACTION PLAN FRAMEWORK, 2021 – 2024

The archive service objectives with key actions are listed below under 7 developmental areas.

- Service development
- Audience development and lifelong learning
- Education and skills
- Collection care
- Preservation and conservation
- Archives accreditation
- Staff and administration

The service objectives are aligned with Carmarthenshire County Council's vision areas (colour coded).

1.	SERVICE DEVELOPMENT					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
1.1.	To deliver a high standard of public service to on-site visitors and those visiting the website	Mar. 2022	ATM	Provide training for front line staff: - search room rules; good handling; enquiry service; Welsh language standards; collecting statistics, etc.	Mar. 2022	Staff Time / Budget
			ARC / AA	Carry out survey of Visitors to UK Archives / In-house survey. Review and act on findings	Mar. 2022 & every 18 months	Staff Time/ Grants / Budget
			AA	Carry out stocktake / inventory	Mar. 2021 & annually	Staff Time
			ATM / ARC	Marketing: - Create new logo, service leaflets, search room panels, etc.	Mar. 2022	Staff Time/ Grants / Budget

			ATM / ARC	Website refresh: - create / agree templates & create content / collect images, (copyright)	Mar. 2022	Staff Time
			ATM / ARC	Create links NLW online portal to Archives Hub	Mar. 2022	Staff Time
			ATM	Explore e-commerce opportunities	Mar. 2022	Staff Time
			ATM	Procure staff signing in books, notice boards; leave planners; diaries	Mar. 2021	Staff Time / Budget
			ATM	Statistics: create templates and begin to capture statistical info.	Mar. 2021	Staff Time
1.2.	To develop effective and productive relationships with internal & external stakeholder groups	Mar. 2022	ATM	Contact / engage with all relevant stakeholders	Mar. 2021	Staff Time
			ATM	Provide evidence of positive engagement with stakeholders' groups	Mar. 2022	Staff Time/ Grants
1.3.	To develop a strategy to secure additional sources of funding	Mar. 2022	ATM	Review existing service fees and charges	Mar. 2021 & annually	Staff Time
			ATM / ARC	Identify & stock items for re/sale	Mar. 2022	Staff Time
			ATM	Identify opportunities to work with commercial companies	Mar. 2022	Staff Time
			ATM	Identify grant funding streams	Mar. 2021	Staff Time

2.	AUDIENCE DEVELOPMENT AND LIFELONG LEARNING					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
2.1.	To create and implement Audience Development Plan	Mar. 2022	ATM	Create and implement ADP and provide opportunities for residents to learn about and explore the value of archival resources and how they might be used	Mar. 2022	Staff Time/ Grants
			ATM / ARC	Deliver a programme of outreach and engagement events	Mar. 2022	Staff Time/ Grants
2.2.	To develop and deliver a programme of activities to celebrate reopening of the new building	TBC	ATM / ARC	Create launch plan	TBC	Staff Time
			ATM / ARC	Organise launch day	TBC	Staff Time / budget
			ARC / AA	Record no. events / activities / people attending / review feedback received	TBC	Staff Time
2.3.	To create social media strategy to engage and promote the collections / activities to new and existing audiences	Mar. 2023	ATM / ARC	Identify channels; create and implement strategy	Mar. 2022	Staff Time / budget
			ATM	Monitor and review engagement / impact findings	Mar. 2023	Staff Time / budget
2.4.	To explore the potential for digitising collections and making them available online, including working with commercial partner	Mar. 2022	ARC	Reprographics equipment reviewed, updated and replaced.	Mar. 2021	Staff Time / budget
			ATM	Create digitisation strategy to improve, extend and enhance access to archives	Mar. 2022	Staff Time / budget
			ATM / ARC	Digitisation policies and procedures reviewed and created; Determine storage and transfer methodology	Mar. 2022	Staff Time/ Grants / Budget

			ATM	Establishment of commercial digitisation partnerships to digitise the major family history sources, Ancestry; FMP; Genealogist, etc.	Mar. 2021 & annually	Staff Time
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3.	EDUCATION AND SKILLS					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
3.1.	To provide added value services by the use of volunteers - create volunteer policy; recruit onsite / remote volunteers, etc.	Mar. 2022	ATM / ARC	Volunteer documentation created	Mar. 2021	Staff Time
				Onsite and remote volunteers recruited	Mar. 2021	Staff Time
				Retro conversion of agreed catalogues by remote volunteers	Mar. 2022	Staff Time
				Retro conversion of catalogues / preservation by onsite volunteers	Mar. 2022	Staff Time
3.2.	To re-establish links with Friends Group, <i>et al.</i>	Mar. 2021	ATM	Establish contact with Friends Group	Mar. 2021	Staff Time
				Discuss future working	Mar. 2021	Staff Time / grants
3.3.	To provide work placement opportunities for young people and school children	TBC	ATM	Promote opportunities and draw up programme of work	TBC	Staff Time
3.4.	To develop a formal learning offer for primary and secondary schools by working in partnership	Mar. 2023	ATM	Establish school and heritage partnerships	Mar. 2022	Staff Time
				Agree resources	Mar. 2022	Staff Time

	with the library and museum services			Education resource created	Mar. 2023	Staff Time/ Grants / Budget
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4.	COLLECTION CARE AND					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
4.1.	To secure the return of the Carmarthenshire collection and make it available to the public	TBC	ATM / ARC	Safe return of the Carmarthenshire Collection. (See separate plan)	TBC	Staff Time / Budget
4.2.	To standardise catalogues and CALM and prepare for export to the Archives Hub. Reduce backlog	Mar. 2022	ATM / ARC	Modify CALM Templates - ISAD(G) compliant	Mar. 2021	Staff Time
				Create cataloguing guidelines	Mar. 2021	Staff Time
				Review CALM agreement	Mar. 2021	Staff Time
				Add Collections to CALM	Mar. 2021	Staff Time
				100 catalogues added to the Archives Hub	Mar. 2022	Staff Time
4.3.	Acquire new archive materials	Mar. 2022	ATM / ARC	Encourage deposit or donation of a full range of collections to the service	Mar. 2022	Staff Time

5.	PRESERVATION AND CONSERVATION					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
5.1.	To deliver a usable process to make progress against digital preservation challenges	Mar. 2024	ATM	Digital preservation policy and strategy	Mar. 2022	Staff Time
			ATM	ARCW DigPres digital preservation pilot	Mar. 2022	Staff Time/ Grants / Budget
			ATM	Meet criteria level 2 of (NDSA)	Mar. 2023	Staff Time/ Grants / Budget
			ATM	Progress made with ARCW DigPres solution	Mar. 2024	Staff Time/ Grants / Budget
5.2.	To ensure that processes, procedures and infrastructure are in place to preserve and conserve analogue records	Mar. 2022	ATM	Make conservation arrangements with local services	Mar. 2021	Staff Time/ Budget
			ATM / ARC	Equip Digi/Con room with equipment and supplies	Mar. 2021	Staff Time/ Grants / Budget
			ATM / ARC	Develop Pres / Con work programme (revise after PAS Survey 2022)	Mar. 2022	Staff Time
5.3.	To maintain an emergency response plan for the service and ensure that it is reviewed annually, or when need arises, and revised where necessary	Mar. 2022	ATM	Provide training for staff and volunteers	Mar. 2022	Staff Time
			ATM / ARC	Review and update emergency and business continuity plans	Mar. 2022	Staff Time
			ARC	Fire alarm testing	Mar. 2022	Staff Time

			ATM / ARC	Carry out emergency drill	Mar. 2022	Staff Time
5.4.	To maintain a secure environment for the long term preservation of the collections according to national standards (BS4971:2017)	Mar. 2022	ATM / ARC	Replace the existing Harwell monitoring devices	Mar. 2022	Staff Time / Budget
			ATM / ARC	Secure grant funding and conduct PAS Survey	Mar. 2022	Staff Time / Grants /
			ARC	Conduct system for monitoring pests and mould	Mar. 2021	Staff Time / Budget

6.	ARCHIVE ACCREDITATION					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
6.1	To achieve the Archive Service Accreditation Standard	Mar. 2023	ATM	Review policies and procedures against standard and create any which are missing	Mar. 2022	Staff Time / Grants / Budget
				Complete and submit application	TBC Dependent on WG timetable	Staff Time

7.	ADMINISTRATION AND STAFF					
	Service Objectives	Planned Completion Date	Lead Officer	Milestones		
				Key actions	By when	Resources
7.1.	To reduce the County Council's exposure to cost and risk by ensuring compliance with information legislation	Mar. 2023	ATM	Review service document retention schedule; timely destructions undertaken	Mar. 2022	Staff Time
			ATM	Review procedures and policy documents / provide DPA; FOI; & Copyright training	Mar. 2022	Staff Time
			ARC / AA	Introduce new archives reader ticket system for use in search room	Mar. 2021	Staff Time / Grants / Budget
7.2.	To agree staff annual objectives & identify training needs	Mar. 2022	ATM	Complete corporate appraisal and review	Mar. 2021	Staff Time
			ATM	Six monthly review	Oct. 2021	Staff Time
7.3.	To ensure that all H&S documentation is up to date & training completed	Mar. 2022	ATM	Review service Risk Assessments	Mar. 2022	Staff Time
			ATM	Review H&S policies and procedures, and update as necessary	Mar. 2022	Staff Time
			ATM	Provide H&S training for staff; manual handling; dealing with difficult customers, etc.	Mar. 2022	Staff Time / Budget
			ARC	Devise staff routine for opening and closing and create templates for signing in and out	Mar. 2021	Staff Time

6. REVIEW AND RENEWAL.

The Archives Transformation Manager will continuously monitor progress against our stated aims and objectives and will undertake a full review on an annual basis. This will be reported to the Head of Service. At the end of the three-year lifetime of the Plan, we will evaluate impact, re-assess priorities and identify a new set of aims and objectives.

This plan ends in March 2024.

Head of Service

Archives Transformation Manager

Date:

Date:

Mae'r dudalen hon yn wag yn fwiadol

Eitem Rhif 5

PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO
DYDDIAD: 12 EBRILL, 2021

Y PWNC:
SAFONAU LLYFRGELLOEDD CYHOEDDUS CYMRU 2017-2020

Y Pwrpas:

Llyfrgelloedd Sir Gaerfyrddin / Adroddiad Asesu Blynyddol 2019-20

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Monitro perfformiad y Gwasanaeth Llyfrgelloedd yn erbyn y 6ed Fframwaith Asesu Ansawdd ar gyfer Safonau Llyfrgelloedd Cyhoeddus Cymru fel y cynhwyswyd yn y Ffurflen Flynyddol ar gyfer 2019/20.

Y RHESYMAU:

Galluogi aelodau i arfer eu rôl graffu i fonitro perfformiad y gwasanaeth llyfrgell.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor
er mwyn gwneud penderfyniad:

NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Y Cyngorydd P. Hughes-Griffiths (Deiliad y Portffolio Ddiwylliant, Chwaraeon a Thwristiaeth)

Y Gyfarwyddiaeth

Cymunedau

Enw Pennaeth y Gwasanaeth:

Ian Jones

Awdur yr Adroddiad:

Mark Jewell

Swyddi:

Pennaeth Hamdden

Rheolwr y Gwasanaethau
Llyfrgelloedd

Rhifau ffôn:

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Cyfeiriadau E-bost:

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MJewell@sirgar.gov.uk

EXECUTIVE SUMMARY
COMMUNITY & REGENERATION SCRUTINY COMMITTEE
DATE: 12TH APRIL, 2021

SUBJECT:
WELSH PUBLIC LIBRARY STANDARDS 2017-2020

Sixth Assessment Framework for Welsh Public Library Standards: Annual Return 2019/20

The Public Libraries and Museums Act 1964 sets out the statutory duties of public library authorities to "*provide a comprehensive and efficient library service*" and makes it a duty of the Welsh Ministers "*to superintend and promote the improvement*" of public library services in Wales.

In accordance with these statutory requirements the Welsh Government has completed its assessment of Carmarthenshire's library service Annual Return for 2019/20.

This is the third year of assessment under the sixth framework.

The external validator, in consultation with a Reference Group comprising Welsh Government officials and three heads of library services, found that:

- ☐ **Carmarthenshire met all of the 12 core entitlements in full.**
- ☐ **Of the 9 quality indicators with targets, Carmarthenshire achieved 7 in full, 1 in part and did not achieve 1.**

Carmarthenshire Library service has consistently performed well over the three years of the framework. Carmarthenshire has continued to record some of the highest per capita performances for visits and usage.

98% of adults experience the library as an enjoyable, safe and inclusive place, which is above the median in Wales.

Carmarthenshire has seen a 22% increase since 2017/18 in the number of library members but a decrease in active borrowers. Book issues for adults have fallen by just under 10% since 2018/19, but children's book issues increased 85% since last year

Staffing levels overall have increased slightly, but remain below the target level; the service continues to meet the requirements for qualified staff, one of only four authorities to do so.

Carmarthenshire still remains in the top quartile in Wales for total revenue expenditure per capita.

The proposal to recruit two Makerspace apprentices is an interesting development and has the potential to increase membership and impact positively on the digital skills of the local communities.

Proposals for a remote locker solution are innovative and the impact of this will be interesting to note in future years.

DETAILED REPORT ATTACHED :

YES – Welsh Public Library Standards 2012-2020 – Annual Assessment Report 2019/20

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Ian Jones

Head of Leisure

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Ian Jones

Head of Leisure

- 1. Local Member(s) - N/A**
- 2. Community / Town Council – N/A**
- 3. Relevant Partners - N/A**
- 4. Staff Side Representatives and other Organisations - N/A**

EXECUTIVE BOARD PORTFOLIO HOLDER(S) AWARE/CONSULTED: YES – (Feb 2021)	Cllr Peter Hughes-Griffiths, EBM
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Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
WPLS Carmarthenshire Assessment Report		Attached.

Mae'r dudalen hon yn wag yn fwriadol

Welsh Public Library Standards 2017-2020: Carmarthenshire County Council

Annual Assessment Report 2019/20

This report has been prepared based on information provided in Carmarthenshire's annual return, case studies and narrative report submitted to the Culture and Sport Division of the Welsh Government.

1 Executive summary

Carmarthenshire met all of the 12 core entitlements in full.

Of the 9 quality indicators which have targets, Carmarthenshire achieved 7 in full, 1 in part and did not meet 1.

Carmarthenshire Library service has consistently performed well over the three years of the framework. Carmarthenshire has continued to record some of the highest per capita performances for visits and usage. The service is also only one of five authorities to meet the target in relation to qualified staff per capita. Carmarthenshire joined the all Wales LMS in April 2019 and continues to focus on an improved housebound service for its members. The proposal to recruit two Makerspace apprentices is an interesting development and has the potential to increase membership and impact positively on the digital skills of the local communities. Proposals for a remote locker solution are innovative and the impact of this will be interesting to note in future years.

- 98% of adults experience the library as an enjoyable, safe and inclusive place, which is above the median in Wales.
- Carmarthenshire has seen a 22% increase since 2017/18 in the number of library members but a decrease in active borrowers. Book issues for adults have fallen by just under 10% since 2018/19, but children's book issues increased 85% since last year.
- Staffing levels overall have increased slightly, but remain below the target level; the service continues to meet the requirements for qualified staff, one of only four authorities to do so.
- Carmarthenshire still remains in the top quartile in Wales for total revenue expenditure per capita.

2 Performance against the standards

The standards framework comprises of core entitlements, quality indicators with targets, quality indicators with benchmarks and impact measures. Section 2 summarises achievements against these areas. A narrative assessment of the authority's performance is provided in Section 3. The assessment has been limited to some degree by the fact that local authorities were only asked to comment on any changes to the previous year's return, alongside additional commentary on of partially/not met core entitlements.

2.1 Core entitlements

Carmarthenshire continues to meet all 12 of the Core Entitlements in full. Carmarthenshire joined the all-Wales LMS in April 2019. Carmarthenshire's five year Library Strategy 2017-2022 remains current and the survey of members undertaken in 2019 will inform the development of the new Strategy.

2.2 Quality indicators with targets

There are 16 quality indicators (QIs), of which ten have constituent targets. Due to the impact of Covid-19, three quality indicators have been removed for the 2019/20 reporting year, five, six and fifteen, of which number six has a constituent target. Of the **nine** remaining targets for 2019-20, Carmarthenshire achieved 7 in full, 1 in part and did not achieve 1 of the indicators.

Quality Indicator	Met?	
QI 3 Support for individual development:		Met in full
a) ICT support	√	
b) Information literacy and skills training	√	
c) E-government support	√	
d) Reader development	√	
QI 4 (a) Support for health and well-being		Met in full
i) Book Prescription Wales scheme	√	
ii) Better with Books scheme	√	
iii) Designated health & well-being collection	√	
iv) Information about healthy lifestyles and behaviours	√	
v) Signposting to health & well-being services	√	
QI 7 Location of service points	√	Met in full
QI 9 Up-to-date and appropriate reading material		Met in full
Acquisitions per capita	√	
<u>or</u> Materials spend per capita	√	
QI 10 Welsh Language Resources		Met in full
% of material budget spent on Welsh	√	
<u>or</u> Spend on Welsh per capita	x	
QI 11 Online access:		Met in full
a) i) Public access to Internet	√	
ii) Wi-Fi provision	√	
QI 12 Supply of requests		Not met
a) % of requests satisfied within 7 days	x	
b) % of requests satisfied within 15 days	x	
QI 13 Staffing levels and qualifications:		Partially Met
i) Staff per capita	x	
ii) Qualified staff per capita	√	
iii) Head of service qualification/training	√	
QI 16 Opening hours per capita	√	Met in full

Carmarthenshire has broadly maintained its performance in this third year of the sixth framework. Of the nine targets, Carmarthenshire no longer achieves QI 12 (supply of requests). The service notes that this indicator was not met due to the implementation of the new LMS which restricted access during 2019/20 to the “requests module” until several months into the financial year, with no option to revise statistics. Full access to the reporting module is anticipated for any future reports. Carmarthenshire continues to remain one of the highest achieving authorities overall.

2.3 Impact measures

The framework includes three indicators aimed at assessing the impact of library use on people’s lives. These indicators do not have targets, and authorities are only required to carry out user surveys for QI 1 once over the three-year period of the framework. However, this measure has been affected by Covid-19 and some authority plans to undertake a survey in the first quarter of 2020 were cancelled. The summary figures (lowest, median and highest) are therefore based on those authorities indicating they completed their user survey during framework 6. Rankings reflect the numbers of respondents, where 1 is the highest scoring authority.

Carmarthenshire completed its adult user survey and children’s survey in October 2019.

Performance indicator		Rank	Lowest	Median	Highest
QI 1 Making a difference					
b) % of young people who think that the library helps them learn and find things out:	95%	=5/19	60%	90%	97%
e) % of adults who think that the library has made a difference to their lives:	94%	=4/19	41%	85%	99%

Authorities are also asked to provide up to four case studies describing the impact which the library service has had on an individual or on a group of individuals during the year. Carmarthenshire provided two such case studies:

- Digital Inclusion – Following an enquiry from a Library member regarding eBooks for children with dyslexia, the Library was able to facilitate the addition of a curated collection of eBooks for dyslexic and reluctant readers to Borrowbox. This commitment to deliver the best digital experience for users ensures everyone has access to the information and skills they need, whilst also helping people address real-life issues.
- Iolo Morganwg – Carmarthen reference library hosted an exhibition to celebrate the bicentenary of Iolo’s Morganwg’s incorporation of the Bard’s ceremony into the National Eisteddfod. This event gave two volunteers the opportunity to work in the Library, particularly using digital skills, which helped them gain in confidence and improve skills. The benefits also included engagement with local Schools. School children were impressed by library facilities such as the library Makerspace green screen. One of the volunteers went on to secure a job after the placement.

2.4 Quality indicators and benchmarks

Whilst Covid-19 restrictions remain challenging to all library services in Wales, staff resilience, professionalism and care for the community they serve has been outstanding. Although digital services have increased, we know from evidence provided that customers are missing their library services. They are missing the staff, browsing the shelves, IT provision, community spaces and groups such as knit and natter. The importance of the

library as a physical place and the impact on the wellbeing of their customers through interaction with library staff cannot be underestimated.

The remaining indicators do not have targets, but allow services to monitor and benchmark their performance over time, in comparison with other authorities. The following table summarises Carmarthenshire's position for 2019/20. Ranks are included out of 22, where 1 is the highest, and 22 the lowest scoring authority, unless stated otherwise. Indicators where fewer than 22 authorities supplied data are those where relevant data was not available to some authorities. Figures from the second year of the sixth framework or relevant previous surveys have also been included for comparison. Indicators 'per capita' are calculated per 1,000 population unless otherwise noted.

Performance indicator		Rank	Lowest	Median	Highest	2018/19
QI 1 Making a difference						[Framework 6]
a) % of adults who think that using the library has helped them develop new skills	84%	7/18	25%	75%	94%	n/a
c) health and well-being	86%	5/19	38%	69%	96%	n/a
d) enjoyable, safe and inclusive	98%	=5/19	10%	92%	100%	n/a
QI 2 Customer satisfaction						[Framework 6]
a) 'very good' or 'good' choice of books	91%	=7/18	78%	91%	99%	n/a
b) 'very good' or 'good' customer care	98%	=10/18	88%	97%	100%	n/a
c) 'very good' or 'good' IT facilities	88%	=10/17	65%	85%	99%	n/a
d) 'very good' or 'good' overall	97%	=10/18	85%	96%	100%	n/a
e) users aged 16 & under rating out of ten	8.5	=17/19	8.0	9.1	9.5	9.1
QI 8 Library use ¹						
a) visits per capita	6,291	2/22	2429	3987	6874	6,524
b) virtual visits per capita	1,233	2/22	239	909	2131	1,627
c) active borrowers per capita	128	13/22	78	145	244	89
QI 10 Welsh issues per capita ²	671	10/22	310	680	1468	636
QI 11 Online access						
b) Computers per 10,000	11	4/22	4	9	14	11
c) % of available time used by the public	22%	14/22	14%	30%	64%	25%
QI 14 Operational expenditure						
a) total expenditure per capita	£17,693	4/22	£7,260	£12,448	£23,333	£19,449
b) % on staff,	53%	18/22	48%	61%	76%	47%
% on information resources	13%	=6/22	5%	13%	22%	13%
% on equipment and buildings	4%	=13/22	0%	8%	28%	3%
% on other operational costs	31%	3/22	1%	18%	35%	37%
c) capital expenditure per capita	£0.00	=22/22	£0	£1,567	£13,027	£7.044
QI 16 Opening hours ³						
(iii) a) % hours unplanned closure of static service points	1.00%	21/22	0.00%	0.23%	3.96%	0.04%
b) % mobile stops / home deliveries missed	2.58%	19/22	0.00%	1.07%	5.41%	0.64%

¹ figures for co-located services are marked with an asterisk; performances for these services are likely to reflect higher footfall, and will not therefore be directly comparable with stand-alone library provision ²per 1,000 Welsh speaking resident population 1,000

³Rankings here have been reversed, so that 1 is the lowest scoring (best performing) authority

3 Analysis of performance

The core entitlements and quality indicators can be divided into four key areas. This section of the report outlines performance under these areas, and compares this performance with the first and second year of the sixth framework (2017/18 and 2018/19).

3.1 Meeting customer needs (QI 1-5)ⁱ

Carmarthenshire completed its adult and children's survey in October 2019. The results of the survey broadly remain the same since the last survey was undertaken in 2016/17. 98% of adults experience the library as an enjoyable, safe and inclusive place, which is above the median in Wales. 95% of children thought the library helped them learn and find things out, and they awarded the library an average overall score of 8.5 out of 10. This has fallen slightly since the last survey undertaken. All static libraries continue to provide the full range of support for individual development, and health and well-being is also well-supported.

3.2 Access and use (QI 6-8)ⁱⁱ

Library usage has also been impacted by the closure of all Libraries on March 20th 2020 due to Covid-19. The temporary closure of Crosshands library for refurbishment has also impacted visitor figures in Carmarthenshire, which have seen a decrease of just under 3% since the last reporting year. However, visits per capita remain the second highest in Wales. Carmarthenshire continues to meet the target for easy access to service points. Carmarthenshire has seen a 22% increase since 2017/18 in the number of library members but a decrease in active borrowers. Although book issues for adults have fallen by just under 10% since 2018/19, Carmarthenshire's performance in this area still remains the highest in Wales. Children's book issues have increased by 85% since last year and are now just below the median for Wales. The service reported that the large increase to children's book issued was achieved through the correction of catalogue records misplaced during the merger of the All Wales LMS. Additionally, during 2019-20, Carmarthenshire libraries increased their capacity to host regular school visits, and developed a new initiative and as a result, schools were able to borrow unlimited quantities of stocks based on curriculum requirements. There has been a decrease in virtual visits and electronic downloads, although Carmarthenshire remains in the top quartile in Wales.

3.3 Facilities and services (QI 9-12)ⁱⁱⁱ

Although materials expenditure has fallen slightly in 2019/20, alongside a decrease in the total number of items acquired per capita, the service notes that this figure was affected by the cancellation of book deliveries in March due to Covid-19.

The percentage of materials expenditure for children has remained the same at 15%, which is in line with Carmarthenshire's Library Strategy. The service continues to invest strongly in up-to-date reading materials, maintaining the second highest acquisitions spend per capita of library services in Wales. The target for QI 9 (acquisitions) continues to be met. Carmarthenshire is one of five authorities who have met the acquisitions target (QI 9) in 2019/20. Budget allocations for children's resources and for material in the Welsh language have both decreased, but QI 10 (Welsh language) is fully met. Issues of Welsh language resources also remain above average in comparison to other authorities.

PC provision has increased slightly, alongside a slight decrease in usage. Performance in relation to supply of requests has fallen considerably and the targets for QI 12 are no longer met. The authority notes that calculations are based on regional libraries only. Some additional consideration of the factors at work here would be beneficial.

3.4 Expertise and capacity (QI 13-16)^{iv}

Overall staff levels have increased again in 2019/20 and remain above the median level, with Carmarthenshire reporting the second highest number of staff per capita in Wales. However, the target for staff per capita has not been met. Number of qualified staff have slightly increased, with Carmarthenshire one of only four to achieve the stipulated target in this area. Qualified leadership remains in place, and the service continues to invest in staff training and professional development.

Carmarthenshire still remains in the top quartile in Wales for total revenue expenditure per capita, but has seen a decrease in income generation since 2017/18, which can partly be attributed to the cancellation of services and the closure of buildings in Feb/March 2020, due to Covid-19. Opening hours have decreased but it is noted that opening hours would only have been 3% lower than the 2018/19 reporting year if services had not closed as a result of Covid-19. This is mainly due to one library being closed on a temporary basis for relocation. The service is one of five authorities to include unstaffed opening hours as part of its provision.

4 Strategic context

As part of the return authorities are asked to report on how the library service is contributing to wider Welsh Government priorities and strategic goals. Plans are informed by the aspirations outlined in the library Strategy, which is focused on the five universal offers of learning, information, reading, digital and health. The alignment of these goals are apparent to a number of Welsh Government Strategies, such as the Well-being of Future Generations (Wales) Act 2015, but Carmarthenshire did not reference Government policy in its narrative.

5 Future direction

Reporting on the authority's future direction and plans for the library service over the following year, it is noted that the wider vision for the service is laid out in the Carmarthenshire Libraries Service update (2017-22). There are further plans to continue to develop the successful Makerspace initiative. Carmarthen are hoping to recruit two Makerspace Apprentices in partnership with the local college. This addition has the potential to enhance the Carmarthenshire Libraries team and develop a service that is key to the wider role of library Services in Carmarthenshire. There is an intention to focus on digital spaces and services moving forward. There are also plans to introduce a remote locker solution to Carmarthenshire. This service will offer members a self-service holds pick-up at locations and times more convenient to them in a safe environment where social distance can be maintained.

6 Conclusion

Carmarthenshire Library service has consistently performed well over the three years of the framework. Carmarthenshire has continued to record some of the highest per capita

performances for visits and usage. The service is also only one of four authorities to meet the target in relation to qualified staff per capita. Carmarthenshire joined the all Wales LMS in April 2019 and continues to focus on an improved housebound service for its members. The proposal to recruit two Makerspace apprentices is an interesting development and has the potential to increase membership and impact positively on the digital skills of the local area. Proposals for a remote locker solution are innovative and the impact of this will be interesting to note in future years.

ⁱ Due to Covid-19, local authorities were only asked to report any change in provision since the last reporting year for QI 3&4.

ⁱⁱ Due to Covid-19, QI 5&6 were removed for the 2019/20 reporting year.

ⁱⁱⁱ E-resources purchased through centrally-funded subscriptions have been included in the acquisitions figures for QI 9 in 2019/20. Each authority has added 201 to their total acquisitions from centrally funded subscriptions. CIPFA Statistics Returns continue to include figures for centrally-procured resources.

^{iv} Due to Covid-19, QI 15 was removed for the 2019/20 reporting year, alongside training and volunteer hours.

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR CRAFFU
CYMUNEDAU AC ADFYWIO
12^{fed} EBRILL 2021**

**Adroddiad Monitro Cyllideb
Cyfalaf a Refeniw 2020/21**

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y Pwyllgor Craffu yn derbyn yr Adroddiad Monitro Cyllideb ar gyfer y Gwasanaethau Tai, Adfywio, Cynllunio ac Hamdden a Chwaraeon, ac yn ystyried y sefyllfa cyllidebol.

Y Rhesymau:

- I ddatgan sefyllfa bresennol y gyllideb i'r Pwyllgor ar 31^{ain} Rhagfyr 2020, ynglyn â 2020/21.

**Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad:
NAC OES**

Aelodau'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

- Cyng. Linda Evans (Tai)
- Cyng. Emlyn Dole (Datblygu Economaidd)
- Cyng. Peter Hughes-Griffiths (Diwylliant, Chwaraeon a Thwristiaeth)
- Cyng. David Jenkins (Adnoddau)

<p>Y Gyfarwyddiaeth: Gwasanaethau Corfforaethol</p> <p>Enw Cyfarwyddwr y Gwasanaeth: Chris Moore</p> <p>Awdur yr adroddiad: Chris Moore</p>	<p>Swydd:</p> <p>Cyfarwyddwr y Gwasanaethau Corfforaethol</p>	<p>Rhif Ffôn / Cyfeiriad E-bost:</p> <p>01267 224120 CMoore@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY

**COMMUNITY & REGENERATION
SCRUTINY COMMITTEE**

12th APRIL 2021

**Revenue & Capital Budget
Monitoring Report 2020/21**

The Financial monitoring Report is presented as follows:

Revenue Budgets

Appendix A

Summary position for Community & Regeneration Scrutiny Committee. Services within the Community & Regeneration Scrutiny remit are forecasting a £201k underspend.

Appendix B

Report on the main variances on agreed budgets.

Appendix C

Detail variances for information purposes only.

Appendix D

The HRA is predicting to be underspent by £2,937k for 2020/21.

Capital Budgets

Appendix E

Details the main variances on capital schemes, which shows a forecasted net spend of £23,661k compared with a working net budget of £50,753k giving a **-£27,092k** variance. Following the October monitoring cycle £22,339k (net) was stripped out of the budget and built into the new five-year capital programme which was approved by County Council on 3rd March 2021. The variance projected at this time is again in large part attributable to restrictions associated with the Covid-19 pandemic. This variance will also be slipped into future years, as the funding will be required to ensure that the schemes are completed.

Appendix F

Details all Public Housing (HRA) capital projects

Appendix G

Details all Private Housing (General Fund) capital projects

Appendix H

Details all Leisure capital projects

Appendix I

Details all Regeneration capital projects

Appendix J

Savings Monitoring Report

DETAILED REPORT ATTACHED?	YES – A list of the main variances is attached to this report.
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IMPLICATIONS

<p>I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.</p> <p>Signed: Chris Moore Director of Corporate Services</p>						
Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	YES	NONE	NONE	NONE	NONE

3. Finance

Revenue - The Regeneration & Property, Planning, Leisure & Recreation and Non-HRA Housing Services show a net variance of -£201k against the 2020/21 approved budgets and the HRA Housing Service is predicting to be underspent by £2,937k.

Capital - The capital programme shows a variance of -£27,092k against the 2020/21 approved budget.

Savings Report - The expectation is that at year end £79k of Managerial savings against a target of £317k are forecast to be delivered. £10k of Policy savings put forward for 2020/21 against a target of £20k are projected to be delivered.

CONSULTATIONS

<p>I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:</p> <p>Signed: Chris Moore Director of Corporate Services</p>	
<p>1. Local Member(s) – N/A</p> <p>2. Community / Town Council – N/A</p> <p>3. Relevant Partners – N/A</p> <p>4. Staff Side Representatives and other Organisations – N/A</p>	
<p>EXECUTIVE BOARD PORTFOLIO HOLDERS AWARE/CONSULTED?</p> <p>YES</p>	<p>(Include any observations here)</p>
<p>Section 100D Local Government Act, 1972 – Access to Information</p> <p>List of Background Papers used in the preparation of this report:</p> <p>THESE ARE DETAILED BELOW:</p>	
<p>Title of Document</p>	<p>File Ref No. / Locations that the papers are available for public inspection</p>
<p>2020/21 Budget</p>	<p>Corporate Services Department, County Hall, Carmarthen</p>
<p>2020-25 Capital Programme</p>	<p>Online via corporate website – Minutes of County Council Meeting 3rd March 2020</p>

Mae'r dudalen hon yn wag yn fwriadol

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Summary

Division	Working Budget				Forecasted				Dec 2020 Forecasted Variance for Year £'000	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Regeneration & Property	11,949	-8,527	3,208	6,631	9,710	-6,279	3,208	6,639	8	182
Planning	4,470	-2,085	330	2,715	4,273	-1,751	330	2,852	137	129
Leisure & Recreation	15,627	-8,894	5,465	12,198	14,958	-8,470	5,465	11,953	-245	-0
Council Fund Housing	9,140	-7,972	521	1,689	10,444	-9,377	521	1,589	-100	-18
GRAND TOTAL	41,187	-27,478	9,524	23,233	39,385	-25,877	9,524	23,032	-201	293

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Main Variances

Division	Working Budget		Forecasted		Dec 2020	Notes	Oct 2020
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Regeneration & Property							
Regeneration - Core Budgets							
Property	1,241	-67	1,151	-16	-38	Part year vacant post and part year maternity leave. Reduced from October underspend as income committed will now not be realised.	-72
Commercial Properties	32	-582	56	-520	86	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.	88
Provision Markets	581	-651	525	-513	81	Ongoing reduction in Lettings income due to market forces impacting rates achievable. This has been exaggerated by the Covid-19 situation and subsequent loss of casual lettings likely to continue to the end of the financial year.	49
Administrative Buildings	2,859	-771	2,620	-662	-130	Savings on Utilities due to working from home along with a one off NNDR rebate of £55k	-2
Industrial Premises	539	-1,520	427	-1,530	-122	Large reduction in premises related expenditure as anticipated highways work of £30k, signage works of £10k and various other works will not take place in the year due to Covid-19. Occupancy levels are still high despite the pandemic, and far fewer hardship claims for rent holidays in quarter 2 materialised than was originally anticipated.	-28
Livestock Markets	59	-209	40	-58	131	Anticipated shortfall in income collected at Nant Y Ci Mart	143
Other Variances					-0		4
Planning							
Planning Admin Account	342	-14	471	-99	44	Additional Arcus software fees	11
Building Regulations Trading - Chargeable	454	-507	396	-346	103	Reduction in income as a result of Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021.	121
Building Control - Other	186	-5	171	-0	-10	Less staff travel & spend on supplies due to Covid-19	-11
Minerals	359	-236	334	-101	109	Reduction in income as a result of Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021. Reduction in estimated income to year-end as a consequence of current lockdown.	46
Policy-Development Planning	680	-0	515	-2	-166	Part year vacancy and employee on maternity, underspend has increased due to less estimated expenditure on consultant fees & supplies	-152
Development Management	1,575	-968	1,552	-847	99	Income shortfall offset by less expenditure due to Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021.	147
Tyrr Centre	47	-47	61	-123	-61	Increased income since Oct	-56
Conservation	442	-54	456	-48	20	Reimbursement for lost income received from WG of £29.7k in quarter 1 and £37.6k	26
Other Variances					-3	One-off consultancy cost	-3

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Main Variances

Division	Working Budget		Forecasted		Dec 2020 Forecasted Variance for Year £'000	Notes	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Expenditure £'000	Income £'000			
Leisure & Recreation							
Pendine Outdoor Education Centre	522	-348	422	-314	-65	Employee savings due to reduced expenditure for casual staff	-58
Carmarthen Leisure Centre	1,640	-1,751	1,541	-1,773	-121	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	43
Amman Valley Leisure Centre	910	-833	832	-842	-88	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	30
Llanelli Leisure Centre	1,340	-1,145	1,164	-1,105	-136	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	43
ESD Rev Grant - Ynys Dawela	43	-43	21	0	21	Grant for project not yet confirmed by funding body	21
Libraries General	1,027	-1	1,205	-160	19	Unable to fully achieve vacancy factor	5
Carmarthen Museum, Abergwili.	170	-19	364	-8	205	Revenue contribution to forecast overspend on Capital project resulting from unforeseen works	1
Archives General	137	-2	218	-20	63	Estimated cost of returning Archive collection from storage	36
Arts General	25	0	0	0	-25	Vacant post being held pending restructure	-25
Laugharne Boathouse	147	-112	140	-74	31	Shortfall of income to budget as a result of part year closure.	35
Entertainment Centres General	444	-62	488	-289	-183	Vacant posts in structure not being filled due to ongoing site closures	-93
Oriel Myrddin CCC	113	0	125	0	13	Backdated NNDR bills re: 26/27 King Street	12
Leisure Management	389	0	356	0	-33	Vacant post in structure	-28
Other Variances					57		-22
Council Fund Housing							
Home Improvement (Non HRA)	709	-300	688	-310	-31	Vacant Posts.	-26
Landlord Incentive	13	-10	64	-12	50	Overspend on Premises maintenance due to a number of new properties have been added to the portfolio which has resulted in additional repair costs.	44
Homelessness	160	-67	111	-67	-49	Transitional Homelessness Grant to pick up some budgeted expenditure.	0
Temporary Accommodation	502	-108	1,634	-1,330	-90	Overachievement of rental and Housing benefit income target.	-110
Social Lettings Agency	797	-802	759	-729	34	Overspend on Premises maintenance due to a number of new properties have been added to the portfolio which has resulted in additional repair costs.	73
Other Variances					-14		1
Grand Total					-201		293

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Detail Variances

Division	Working Budget				Forecasted				Dec 2020 Forecasted Variance for Year £'000	Notes	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Regeneration											
Regeneration - Core Budgets											
Regeneration Management	330	0	38	368	322	0	38	360	-9		-9
Parry Thomas Centre	32	-31	11	11	35	-34	11	12	0		0
Betws wind farm community fund	87	-87	1	1	85	-85	1	1	-0		-0
Welfare Rights & Citizen's Advice	163	0	2	165	163	0	2	165	0		0
Llanelli Coast Joint Venture	145	-143	5	7	145	-143	5	7	-0		-0
The Beacon	150	-138	52	64	153	-140	52	64	-0		-0
Business Grants	0	0	0	0	0	0	0	0	0	£27k business grants provided from CCC funding to date	0
BREXIT	0	0	0	0	59	-59	0	0	0		0
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	380	0	4,908	5,288	388	-9	4,908	5,288	-0		-0
Econ Dev-Llanelli, C Hands, Coastal, Business, Inf & Ent	442	0	89	530	447	-5	89	530	0		0
Community Development and External Funding	469	0	42	511	469	0	42	511	-0		-0
Coronavirus	0	0	0	0	24	-24	0	0	0		-0
COVID-19 - Small Business Rent Relief	0	0	0	0	3	0	0	3	3		3
Food Hubs & Banks - Covid 19	0	0	0	0	247	-247	0	0	0	£99k reimbursement received from WG. £148k draw down from reserves.	0
Shielding Parcels	0	0	0	0	256	-256	0	-0	-0		-0
Wellness	25	0	19	44	25	0	19	45	0		0
City Deal	105	-159	77	23	104	-159	77	23	-0		-0
Property	1,241	-67	-1,251	-77	1,151	-16	-1,251	-115	-38	Part year vacant post and part year maternity leave. Reduced from October underspend as income committed will now not be realised.	-72
Commercial Properties	32	-582	537	-14	56	-520	537	72	86	General loss of income due to properties becoming vacant and no immediate prospect of re-letting.	88
Provision Markets	581	-651	379	310	525	-513	379	391	81	Ongoing reduction in Lettings income due to market forces impacting rates achievable. This has been exaggerated by the Covid-19 situation and subsequent loss of casual lettings likely to continue to the end of the financial year.	49
Renewable Energy Fund	0	-51	0	-51	0	-51	0	-51	-0		-0
Net Zero Carbon Plan	125	0	0	125	125	0	0	125	-0		0
Operational Depots	326	0	-336	-9	322	0	-336	-14	-4		-0
Administrative Buildings	2,859	-771	-3,084	-995	2,620	-662	-3,084	-1,126	-130	Savings on Utilities due to working from home along with a one off NNDR rebate of £55k	-2

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Detail Variances

Division	Working Budget				Forecasted				Dec 2020 Forecasted Variance for Year £'000	Notes	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Industrial Premises	539	-1,520	924	-58	427	-1,530	924	-179	-122	Large reduction in premises related expenditure as anticipated highways work of £30k, signage works of £10k and various other works will not take place in the year due to Covid-19. Occupancy levels are still high despite the pandemic, and far fewer hardship claims for rent holidays in quarter 2 materialised than was originally anticipated.	-28
County Farms	74	-335	420	159	75	-328	420	168	9		9
Livestock Markets	59	-209	3	-146	40	-58	3	-15	131	Anticipated shortfall in income collected at Nant Y Ci Mart	143
Externally Funded Schemes	3,787	-3,783	370	373	1,444	-1,441	370	373	0		0
Regeneration Total	11,949	-8,527	3,208	6,631	9,710	-6,279	3,208	6,639	8		182
Planning											
Planning Admin Account	342	-14	-115	213	471	-99	-115	257	44	Additional Arcus software fees	11
Building Regulations Trading - Chargeable	454	-507	76	22	396	-346	76	126	103	Reduction in income as a result of Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021.	121
Building Regulations Trading - Non-chargeable	31	0	13	44	28	0	13	41	-3		-3
Building Control - Other	186	-5	23	204	171	-0	23	194	-10	Less staff travel & spend on supplies due to Covid-19	-11
Minerals	359	-236	57	181	334	-101	57	291	109	Reduction in income as a result of Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021. Reduction in estimated income to year-end as a consequence of current lockdown.	46
Policy-Development Planning	680	-0	62	741	515	-2	62	576	-166	Part year vacancy and employee on maternity, underspend has increased due to less estimated expenditure on consultant fees & supplies	-152
Development Management	1,575	-968	159	765	1,552	-847	159	864	99	Income shortfall offset by less expenditure due to Covid-19. Final decision on reimbursement of lost / deferred income will be made by WG in February 2021. Increased income since Oct	147
Ash Dieback	103	0	1	104	103	0	1	104	-0		-0
Tym Centre	47	-47	13	13	61	-123	13	-49	-61	Reimbursement for lost income received from WG of £29.7k in quarter 1 and £37.6k in quarter 2.	-56
Conservation	442	-54	35	422	456	-48	35	443	20	One-off consultancy cost	26
Caeu Mynydd Mawr - Marsh Fritillary Project	134	-134	4	4	104	-104	4	4	-0		-0
Mura Berwick S.106 fund	11	-11	0	0	0	0	0	0	0		0
WPD Grid Connection S.106 Project	40	-40	1	1	9	-9	1	1	-0		0
WPD Vole S.106 Project	2	-2	0	0	0	0	0	0	0		0
Local Nature Partnership	0	0	0	0	7	-7	0	0	0		0

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Detail Variances

Division	Working Budget				Forecasted				Dec 2020 Forecasted Variance for Year £'000	Notes	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
GT South Wales Regional Aggregates Working Party	50	-50	0	0	50	-50	0	0	0		0
GT Waste planning monitoring report	16	-16	0	0	16	-16	0	0	0		0
Planning Total	4,470	-2,085	330	2,715	4,273	-1,751	330	2,852	137		129
Leisure & Recreation											
Millenium Coastal Park	252	-110	969	1,110	271	-125	969	1,114	4		-4
Burry Port Harbour	22	-142	28	-93	36	-148	28	-84	9		4
Discovery Centre	6	-79	61	-13	4	-70	61	-5	8		-2
Pendine Outdoor Education Centre	522	-348	72	245	422	-314	72	180	-65	Employee savings due to reduced expenditure for casual staff	-58
Pembrey Beach Kiosk	0	-41	0	-40	7	-41	0	-34	7		-0
Pembrey Ski Slope	393	-411	195	178	382	-395	195	182	4		-3
Newcastle Emlyn Sports Centre	287	-155	19	151	286	-154	19	151	0		0
Carmarthen Leisure Centre	1,640	-1,751	882	771	1,541	-1,773	882	650	-121	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	43
St Clears Leisure Centre	148	-38	76	185	157	-42	76	190	5		6
Bro Myrddin Indoor Bowling Club	0	0	55	55	0	0	55	55	-0		-0
Amman Valley Leisure Centre	910	-833	91	168	832	-842	91	80	-88	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	30
Brynamman Swimming Pool	0	0	7	7	0	0	7	7	-0		-0
Llandovery Swimming Pool	208	-104	14	119	205	-100	14	120	1		0
Garnant Golf Course	0	0	1	1	0	0	1	1	0		0
Gwendraeth Sports Centre	0	0	0	0	0	0	0	0	0		0
Dinefwr Bowling Centre	0	0	49	49	0	0	49	49	0		0
Actif Communities	292	-45	54	302	307	-60	54	302	0		0
Actif Facilities	287	-34	33	286	282	-34	33	281	-4		-4
Actif health, fitness and dryside	87	-15	11	83	112	-32	11	91	8		7
Specialist populations	53	-54	2	2	53	-54	2	2	0		-0
Active Young People	359	-334	20	45	399	-374	20	45	-0		-0
LAPA Additional Funding (E)	12	-12	1	1	12	-12	1	1	0		0
Sport & Leisure General	744	-46	71	769	745	-51	71	765	-4		-6
National Exercise Referral Scheme (E)	188	-188	13	13	190	-190	13	13	0		-0
PENRHOS 3G PITCH	22	-35	1	-12	18	-34	1	-15	-3		3
Llanelli Leisure Centre	1,340	-1,145	574	769	1,164	-1,105	574	633	-136	Employee savings due to in year vacancies and reduced expenditure for casual staff as a result of site closures	43
Copaeca Sports Hall	35	-13	5	26	31	-17	5	19	-8		-0
ES& Rev Grant - Ynys Dawela	43	-43	3	3	21	0	3	24	21	Grant for project not yet confirmed by funding body	21
Outdoor Recreation - Staffing costs	152	0	65	218	154	-10	65	210	-8		-8
Pembrey Country Park	800	-842	134	92	1,003	-1,036	134	102	9		-6
Llynlech Owain Country Park	101	-33	24	93	98	-34	24	88	-4		3
Pembrey Country Park Restaurant	416	-335	8	89	341	-260	8	89	0		-6

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Detail Variances

Division	Working Budget				Forecasted				Dec 2020 Forecasted Variance for Year £'000	Notes	Oct 2020 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000			
Carmarthen Library	485	-30	151	606	467	-3	151	616	9		-1
Ammanford Library	286	-13	53	326	284	-4	53	333	8		-3
Llanelli Library	474	-28	111	557	459	-4	111	566	9		-1
Community Libraries	227	-7	209	428	231	-3	209	437	8		2
Libraries General	1,027	-1	57	1,084	1,205	-160	57	1,102	19	Unable to fully achieve vacancy factor	5
Mobile Library	124	0	12	136	127	0	12	138	2		-2
Carmarthen Museum, Abergwili.	170	-19	76	227	364	-8	76	432	205	Revenue contribution to forecast overspend on Capital project resulting from unforeseen works	1
Kidwelly Tinplate Museum	19	0	1	20	11	0	1	12	-8		-6
Parc Howard Museum	117	-59	41	100	117	-64	41	94	-6		-6
Museum of speed, Pendine	73	-25	11	59	56	0	11	67	8		5
Museums General	151	0	24	175	158	0	24	182	7		8
GT Great Places- Llanelli	116	-116	12	12	90	-90	12	12	0		0
Archives General	137	-2	80	215	218	-20	80	278	63	Estimated cost of returning Archive collection from storage	36
Arts General	25	0	19	44	0	0	19	19	-25	Vacant post being held pending restructure	-25
St Clears Craft Centre	156	-99	50	107	112	-58	50	103	-4		-5
Cultural Services Management	97	0	14	111	92	0	14	106	-5		-3
Laugharne Boathouse	147	-112	27	62	140	-74	27	93	31	Shortfall of income to budget as a result of part year closure.	35
Lyric Theatre	412	-286	106	232	158	-24	106	240	7		5
Y Ffwrnes	832	-502	385	714	356	-20	385	720	6		7
Ammanford Miners Theatre	74	-19	1	57	51	0	1	53	-4		-4
Entertainment Centres General	444	-62	85	468	488	-289	85	284	-183	Vacant posts in structure not being filled due to ongoing site closures	-93
Oriel Myrddin Trustee	201	-201	0	0	215	-215	0	-0	-0		0
Oriel Myrddin CCC	113	0	408	520	125	0	408	533	13	Backdated NNDR bills re: 26/27 King Street	12
Motor Sports Centre - Pembrey	0	-96	0	-96	0	-96	0	-96	0		0
Attractor - Externals	6	-31	0	-24	1	-31	0	-29	-5		-0
Beach safety	2	0	0	2	1	0	0	1	-1		-1
Leisure Management	389	0	-7	382	356	0	-7	349	-33	Vacant post in structure	-28
Leisure & Recreation Total	15,627	-8,894	5,465	12,198	14,958	-8,470	5,465	11,953	-245		-0
Council Fund Housing											
Independent Living and Affordable Homes	108	-45	64	127	108	-45	64	127	0		-0
Supporting People Providers	6,495	-6,495	0	0	6,495	-6,495	0	-0	-0		0
Reed Smart Wales Project (E)	18	-18	3	3	17	-17	3	3	-0		0
Sydney Resettlement Scheme (E)	0	0	7	7	-0	0	7	7	-0		0
Home Improvement (Non HRA)	709	-300	338	747	688	-310	338	716	-31	Vacant Posts.	-26
Pendryn Traveller Site	175	-128	16	63	148	-111	16	54	-9		7
Landlord Incentive	13	-10	0	3	64	-12	0	53	50	Overspend on Premises maintenance due to a number of new properties have been added to the portfolio which has resulted in additional repair costs.	44

Community & Regeneration Scrutiny Report
Budget Monitoring as at 31st December 2020 - Detail Variances

Division	Working Budget				Forecasted				Dec 2020	Notes	Oct 2020
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Forecasted Variance for Year £'000		Forecasted Variance for Year £'000
Homelessness	160	-67	7	99	111	-67	7	51	-49	Transitional Homelessness Grant to pick up some budgeted expenditure.	0
Non Hra Re-Housing (Inc Chr)	164	0	53	218	158	-0	53	212	-6		-6
Temporary Accommodation	502	-108	19	413	1,634	-1,330	19	323	-90	Overachievement of rental and Housing benefit income target.	-110
Social Lettings Agency	797	-802	9	5	759	-729	9	39	34	Overspend on Premises maintenance due to a number of new properties have been added to the portfolio which has resulted in additional repair costs.	73
Houses Into Homes WG Loan Scheme	0	0	1	1	0	-0	1	1	-0		-0
Community Cohesion Fund Grant (H)	0	0	3	3	161	-161	3	3	-0		0
Homelessness Prevention Grant Programme	0	0	0	0	45	-45	0	-0	-0		0
YP Training Flats - WAG Innovation Grant	0	0	0	0	54	-54	0	-0	-0		0
Council Fund Housing Total	9,140	-7,972	521	1,689	10,444	-9,377	521	1,589	-100		-18
TOTAL FOR COMMUNITY & REGENERATION	41,187	-27,478	9,524	23,233	39,385	-25,877	9,524	23,032	-201		293

Housing Revenue Account - Budget Monitoring as at 31st December 2020

	Working Budget	Forecasted	Dec 20 Forecasted Variance for Year	Notes	Oct 20 Forecasted Variance for Year
	£'000	£'000	£'000		£'000
Expenditure					
Repairs & Maintenance					
Responsive	1,840	1,922	82		-373
Minor Works	3,086	600	-2,486		-2,436
Voids	3,448	3,476	28		81
Servicing	1,723	1,690	-33		0
Drains & Sewers	142	120	-22		-22
Grounds	770	766	-4		-6
Unadopted Roads	107	107	0		0
Supervision & Management					
Employee	5,988	5,408	-580	Staff vacancies as a result of delayed projects in Home Improvement Team £180k (mainly Ty Isha) & Housing Investment Team £236k (mainly delay in implementing new structure). Supporting Tenants posts delayed appointments £122k and reduced call on out of hours services £18k. Staff training underspent due to inability to attend courses £20k	-389
Premises	1,507	1,445	-62	Decant costs underspent by £48k as they were stopped during lockdown.	-45
Transport	72	20	-53	Reduction in staff travel due to working from home	-53
Supplies	920	827	-93	Project and activity expenditure £70k under due to limitations linked to Covid-19.	-6
Recharges	2,107	2,263	156	Ty Isha & Affordable Homes delivery delayed some capitalised salaries not applied.	75
Provision for Bad Debt	511	463	-48	Forecasted underspend on provision for bad debt based on current figures.	61
Capital Financing Cost	15,423	14,617	-806	Capital HRA programme is predicting a £12m underspend on the revised budget of £39.4m. This in conjunction with increased grant funding has decreased the borrowing requirement in year from £14.76m to £4.131m the impact on mid-year CFR and therefore interest is significant, reducing capital charges by £806k. This does assume an interest rate of 4.05% which may change if other elements of the capital programme on Council Fund vary.	-791
Central Support Charges	1,687	1,695	8		8
DRF	10,000	10,000	0		0
Total Expenditure	49,329	45,417	-3,912		-3,895

Housing Revenue Account - Budget Monitoring as at 31st December 2020

	Working Budget	Forecasted	Dec 20 Forecasted Variance for Year	Notes	Oct 20 Forecasted Variance for Year
	£'000	£'000	£'000		£'000
Income					
Rents	-41,913	-40,968	944	Voids currently running at 4.16% compared to budget of 2.9% will result in £523k additional rental void loss. Also delay in new build and refurbishment of buy backs reducing the rent due by approx. £416k.	954
Service Charges	-833	-833	-0		-6
Supporting People	-81	-81	0		0
Interest on Cash Balances	-139	-31	108	Forecast interest rate on cash balances is 0.15% compared to original forecast 0.75%	105
Grants	-237	-381	-144	Additional AHG for Gwynfryn plus £57k and additional other grants.	-8
Insurance	-169	-169	0		0
Other Income	-546	-480	66	Underachievement of income from Commission on Sales relating to the collection of water rates due to higher number of voids.	66
Total Income	-43,917	-42,942	975		1,111
Net Expenditure	5,412	2,475	-2,937		-2,784

HRA Reserve	£'000
Balance b/f 01/04/2020	21,252
Budgeted movement in year	-5,412
Variance for the year	2,937
Balance c/f 31/03/2021	18,777

Capital Programme 2020/21

Capital Budget Monitoring - Report for December 2020 - Main Variances

DEPARTMENT/SCHEMES	Working Budget			Forecasted			Variance for Year £'000	Comment
	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
COMMUNITIES								
- Public Housing	39,842	-10,076	29,766	27,442	-14,109	13,333	-16,433	
Sewage Treatment Works Upgrading	348	0	348	45	0	45	-303	Works rescheduled for 2021/22.
Telecare Upgrade	20	0	20	2	0	2	-18	
Internal and External Works (Property)	17,934	0	17,934	13,725	-658	13,067	-4,867	Includes £8.3m repurposed to deliver voids backlog. This will take up underspends from Internal works that we cannot complete at the moment because of Covid-19 restrictions.
Environmental Works (Housing Services)	391	0	391	159	0	159	-231	Delays because of Covid-19 restrictions.
Adaptations and Equalities Works (Building Services)	1,620	0	1,620	933	-301	632	-988	Delays because of Covid-19 restrictions.
Programme Delivery and Strategy	790	0	790	604	0	604	-186	Delays because of Covid-19 restrictions.
Housing Development Programme	18,703	-11	18,692	11,935	-2,860	9,075	-9,617	Development delays because of Covid-19 and site shut down restrictions.
ICF - Morfa Parent & Baby Centre (20 School Rd, Llanelli)	37	-37	0	37	-37	0	0	
MRA and IHP Grants Income	0	-10,028	-10,028	0	-10,253	-10,253	-225	IHP Grant - for Glanmor Terrace Development received in 2020/21 will be carried forward to be applied in 2021/22.
- Private Housing	1,113	-246	867	903	-249	654	-213	
Disabled Facilities Grant (DFG)	727	0	727	653	-4	649	-78	Delays because of Covid-19 restrictions.
ENABLE - Adaptations to Support Independent Living	246	-246	0	246	-246	0	0	
Travellers Sites	0	0	0	5	0	5	5	Funded by Revenue Contribution.
Empty Properties Initiatives	140	0	140	0	0	0	-140	Delays because of Covid-19 restrictions. The Welsh Government has made this a two year scheme so the project will be completed in 2021/22.
- Leisure	4,943	-382	4,561	4,284	-407	3,877	-684	
Carmarthen Leisure Centre & Track	1,139	0	1,139	1,164	-25	1,139	0	
Amman Valley Leisure Centre Masterplan	165	0	165	116	0	116	-49	Slip to 2021/22.
Oriel Myrddin Redevelopment	30	0	30	30	0	30	0	
Libraries & Museums	1,650	-202	1,449	1,221	-202	1,019	-429	Works at Parc Howard delayed because of delays with CADW approval. Slip to 2021/22.
Burry Port Harbour Walls	1,391	0	1,391	1,361	0	1,361	-30	Work to be completed in 2021/22.
Country Parks	566	-180	386	391	-180	211	-175	Pembrey Country Park Cycling Hub - Will be utilised to cover spend on other projects.
REGENERATION	28,841	-13,282	15,559	15,093	-9,296	5,797	-9,762	
Swansea Bay City Region Projects	10,134	-3,427	6,707	3,415	-3,411	4	-6,703	Project under development. Little spend expected in current year. Slip to 2021/22.
Rural Enterprise Fund	540	0	540	540	0	540	0	
Transformation Commercial Property Development Fund	43	0	43	43	0	43	0	
Carmarthen Town Regeneration - Jacksons Lane	89	-81	8	89	-81	8	0	
Pendine Iconic International Visitors Destination	2,618	-172	2,445	1,558	-172	1,385	-1,060	Slip to 2021/22.

Capital Programme 2020/21

Capital Budget Monitoring - Report for December 2020 - Main Variances

	Working Budget			Forecasted				
DEPARTMENT/SCHEMES	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	Variance for Year £'000	Comment
TAIS - Pendine Attractor Sand Area	30	-24	6	30	-24	6	0	
Llandeilo Market Hall	1,127	0	1,127	1,127	0	1,127	0	
TRI Strategic Projects - Market Street North	1,881	-1,231	650	1,881	-1,231	650	0	
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	1,931	-1,726	205	1,931	-1,726	205	0	
Cross Hands East Strategic Employment Site Phase 1	605	0	605	605	0	605	0	
Cross Hands East Phase 2	2,486	-994	1,493	2,486	-994	1,493	0	
Cross Hands East Plot 3 Development	6,537	-5,250	1,287	59	-750	-691	-1,978	Later start to project following negotiations. WG grant will be received in advance and carried forward.
Carmarthen Western Gateway & Wetlands	173	-80	93	173	-80	93	0	Project delayed by Covid-19 restrictions but due to complete this financial year.
Ammanford Regeneration Development Fund	50	0	50	21	0	21	-29	Progress delays on third party schemes. Slipped to 2021/22
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	97	-97	0	97	-97	0	0	
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements	200	-200	0	200	-200	0	0	
Other Projects with Minor Variances	299	0	300	838	-530	308	8	
TOTAL	74,739	-23,986	50,753	47,722	-24,061	23,661	-27,092	

Public Housing (HRA)

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Public Sector Housing External Funding		0	-10,028	-10,028	0	-10,253	-10,253
Innovative Housing Programme Grant		0	-3,800	-3,800	0	-4,025	-4,025
Major Repairs Allowance - MRA - Income		0	-6,228	-6,228	0	-6,228	-6,228
Sewage Treatment Works Upgrading	Ongoing	348	0	348	45	0	45
Sewage Treatment Works Upgrading		348	0	348	45	0	45
Internal and External Works (Housing Services)	Mar '21	20	0	20	2	0	2
Telecare Upgrade		20	0	20	2	0	2
Internal and External Works (PROPERTY)		17,934	0	17,934	13,725	-658	13,067
Sheltered Housing Investment	Ongoing	3,974	0	3,974	597	-658	-61
Voids To Achieve The CHS (VOI)	Ongoing	3,111	0	3,111	10,302	0	10,302
Planned M&E Works (MEHC)	Ongoing	1,331	0	1,331	889	0	889
Internal Refurbishment (PKB)	Ongoing	1,585	0	1,585	125	0	125
Housing Minor Works (HMO)	Ongoing	1,731	0	1,731	1,132	0	1,132
Rendering and External Works (EXP & EXI)	Ongoing	3,370	0	3,370	210	0	210
Re-Roofing - Council Dwellings	Ongoing	2,054	0	2,054	110	0	110
Risk Reduction Measures	Ongoing	598	0	598	360	0	360
External Works (Property)	Ongoing	180	0	180	0	0	0
Environmental Works (Housing Services)		390	0	390	159	0	159
Environmental Works Project (EWP)	Ongoing	250	0	250	65	0	65
Garages	Ongoing	140	0	140	94	0	94
Adaptations and DDA Works (Building Services)		1,620	0	1,620	933	-301	632
Adaptations For The Disabled	Ongoing	1,620	0	1,620	933	-301	632
Programme Delivery and Strategy		790	0	790	604	0	604
CHS Programme	Ongoing	643	0	643	564	0	564
Stock Condition Survey 2020-21 - County Wide	Ongoing	147	0	147	40	0	40

Variance	Comment
-225	
-225	Projected Income corresponds with the projected exp on Glanmor Terrace Burry Port.
0	
-303	
-303	Delayed because of Covid-19
-18	
-18	Delayed because of Covid-19
-4,867	
-4,035	No remodelling works will commence in 2020/21 because of Covid-19. The income is new ICF funding.
7,191	Expenditure on voids accelerated during 2020/21 to take up underspends in other areas which have slipped because of Covid-19 restrictions.
-442	Restricted access to properties because of Covid-19
-1,460	Restricted access to properties because of Covid-19
-599	Restricted access to properties because of Covid-19
-3,160	Restricted access to properties because of Covid-19
-1,944	Restricted access to properties because of Covid-19
-238	Restricted access to properties because of Covid-19
-180	Restricted access to properties because of Covid-19
-231	
-185	Most works are small scale going through revenue budget
-46	
-988	
-988	New ICF income for specialist adaptations. Delays because of Covid-19 restrictions.
-186	Reflects the delays in works because of Covid-19 restrictions.
-79	
-107	

Public Housing (HRA)

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Housing Development Programme (New builds & Stock Increase Programme)		18,703	-11	18,692	11,935	-2,860	9,075
Purchase of Private Dwellings for Hsg Stock	Mar '21	1,500	0	1,500	2,069	-1,525	544
Strategic Regeneration Schemes	Ongoing	1,426	0	1,426	227	0	227
Council New Build	Ongoing	11,957	0	11,957	8,055	0	8,055
Station Road / Tyisha Masterplan	Ongoing	2,569	0	2,569	935	0	935
Assisted Living Schemes	Ongoing	1,097	-11	1,086	576	-1,335	-759
Self Build	Ongoing	104	0	104	73	0	73
Pentre Awel	Ongoing	50	0	50	0	0	0
					1		
ICF Main Capital Programme		37	-37	0	37	-37	0
ICF - Morfa Parent & Baby Centre (20 School Rd, Llanelli)		37	-37	0	37	-37	0
NET BUDGET		39,842	-10,076	29,766	27,442	-14,109	13,333

Variance	Comment
-9,617	
-956	Delays because of Covid-19 restrictions.
-1,199	Delays because of Covid-19 restrictions.
-3,902	Delays because of Covid-19 restrictions.
-1,634	Delays because of Covid-19 restrictions.
-1,845	Delays because of Covid-19 restrictions.
-31	Delays because of Covid-19 restrictions.
-50	Delays because of Covid-19 restrictions.
0	
0	
-16,433	

Housing G.F.(Private Sector)

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Disabled Facility Grants		727	0	727	653	-4	649
Disabled Facility Grants	Ongoing	727	0	727	590	-4	586
Capitalised Salaries		0	0	0	63	0	63
Travellers Sites General		0	0	0	5	0	5
Traveller Sites Options (8844/052)	Ongoing	0	0	0	5	0	5
ENABLE - Adaptations to Support Independent Living		246	-246	0	246	-246	0
ENABLE - Adaptations to Support Independent Living	Mar '21	246	-246	0	246	-246	0
Empty Properties Initiatives		140	0	140	0	0	0
Western Valleys (Landlord Scheme)	Mar '22	40	0	40	0	0	0
Valleys Task Force (Owner Occupants)	Mar '22	100	0	100	0	0	0
NET BUDGET		1,113	-246	867	904	-250	654

Variance	Comment
-78	Delays because of Covid-19.
-141	
63	
5	Covered by Revenue Contribution.
5	
0	
0	
-140	
-40	Needs to be rolled over into 2021/22 WG will not be drawing down the match funding this year.
-100	Needs to be rolled over into 2021/22 WG will not be drawing down the match funding this year.
-213	

Leisure

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Leisure Centres		1,304	0	1,304	1,280	-25	1,255
Carmarthen Leisure Centre & Track	Mar '21	1,139	0	1,139	1,164	-25	1,139
Amman Valley Leisure Centre Masterplan	Delayed	165	0	165	116	0	116
Arts & Culture		30	0	30	30	0	30
Oriel Myrddin Redevelopment (765001)	Ongoing	30	0	30	30	0	30
Libraries & Museums		1,650	-202	1,448	1,221	-202	1,019
County Museum Roof, Abergwili	Mar '21	622	0	622	622	0	622
Carmarthenshire Archives Relocation	Complete	278	0	278	278	0	278
Carms Museums Collections	ongoing	4	0	4	4	0	4
Parc Howard Master Plan	ongoing	434	0	434	5	0	5
Towy Gateway - Contribution to Tywi Gateway Trust for Bishop's Park (Reffcus)	ongoing	110	0	110	110	0	110
County Museum - Internal Refurbishment (MALD Transformation Grant Scheme)	Mar '21	202	-202	0	202	-202	0
Ports		1,391	0	1,391	1,361	0	1,361
Burry Port Harbour Wall - 2017-2026	Ongoing	1,391	0	1,391	1,361	0	1,361
Country Parks & Golf Courses		566	-180	386	391	-180	211
Pembrey Country Park - Strategic Infrastructure Development	complete	97	0	97	97	0	97
Pembrey Country Park - Visitor Hub and Café	complete	0	0	0	1	0	1
TAIS - Pembrey Country Park - Amenity Block & Signage	complete	13	0	13	13	0	13
Pembrey Country Park - Cycling Hub	complete	180	0	180	4	0	4
Pembrey Country Park - Miniature Golf Course (Development Fund)	complete	21	0	21	21	0	21
Llyn Llech Owain - Valleys Regional Park Discovery Gateway (VRP)	Mar '21	130	-130	0	130	-130	0
Llyn Llech Owain (VRP) - Valleys Taskforce - Co-Working Spaces	Mar '21	50	-50	0	50	-50	0
Car Parking Infrastructure at Millennium Coastal Park & Pembrey Country Park	Mar '21	75	0	75	75	0	75
NET BUDGET		4,943	-382	4,561	4,284	-407	3,877

Variance	Comment
-49	
0	
-49	
0	
0	
-429	
0	
0	
-429	Works delayed to 2021/22 due to delay in CADW approval. Slip to 2021/22.
0	TGT Program has slipped - Covid-19 & bats. Slip £179k to 2021/22
0	
-30	
-30	Balances to be slipped forward into next year to cover overspend / retention
-175	
0	
1	Funded by Revenue Contribution
0	
-176	Slip for Pump track Ph2.
0	
0	
0	
-684	

Regeneration

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Llanelli JV Projects	Ongoing	120	0	120	120	0	120
Llanelli JV Projects		120	0	120	120	0	120
Swansea Bay City Region Projects		10,134	-3,427	6,707	3,415	-3,411	4
SB City Region - Pentre Awel - Phase 1	Ongoing	427	-427	0	411	-411	0
SB City Region - Digital Project	Ongoing	0	0	0	0	0	0
SB City Region - Yr Egin	Ongoing	3,000	-3,000	0	3,000	-3,000	0
Swansea Bay City Region - Llanelli Leisure Centre - New Development	Ongoing	6	0	6	3	0	3
Swansea Bay City Region - Older People's Accommodation (including Llanelli Area)	Ongoing	6,701	0	6,701	1	0	1
County Wide Regeneration Funds		583	0	583	583	0	583
Rural Enterprise Fund	Mar '22	540	0	540	540	0	540
Transformation Commercial Property Development Fund	Mar '22	43	0	43	43	0	43
Llanelli, Cross Hands & Coastal Belt Area		9,640	-6,244	3,396	3,150	-1,744	1,406
Cross Hands East Strategic Employment Site Ph1	complete	605	0	605	605	0	605
Llanelli Regeneration Plan	ongoing	12	0	12	0	0	0
Cross Hands East Plot 3 Development	Dec '22	6,537	-5,250	1,287	59	-750	-691
Cross Hands East Phase 2	Dec '22	2,486	-994	1,492	2,486	-994	1,492
Ammanford, Carmarthen & Rural Area		4,162	-358	3,804	3,086	-383	2,704
Ammanford Town Centre Regeneration	ongoing	52	0	52	65	-25	40
Coastal Communities - Parry Thomas Centre, Pendine	complete	23	0	23	23	0	23
Carmarthen Town Regeneration - Jacksons Lane (81086)	Phase 1 Mar '21	89	-81	8	89	-81	8
Pendine Iconic International Visitors Destination	Nov '21	2,618	-172	2,445	1,558	-172	1,385
Carmarthen Western Gateway & Wetlands (RCDF 81192)	Mar '21	173	-80	93	173	-80	93
Ammanford Regeneration Development Fund		50	0	50	21	0	21
TAIS - Pendine Attractor Sand Area	complete	30	-24	6	30	-24	6
Llanelli Market Hall	Ongoing	1,127	0	1,127	1,127	0	1,127

Variance	Comment
0	
0	
-6,703	
0	
0	
0	
-3	
-6,700	Slip to 2021/22
0	
0	
0	
-1,990	
0	
-12	Match funding for TRI projects
-1,978	Later start to project following negotiations with ABC legal team
0	
-1,101	
-12	
0	
0	
-1,060	Slipped forward to 2021/22
0	
-29	Progress delays on third party schemes. Slipped to 2021/22.
0	
0	

Regeneration

Capital Budget Monitoring - Scrutiny Report for December 2020

		Working Budget			Forecasted		
Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
Town Centre Loan Scheme		92	0	92	92	0	92
Town Centre Loan Scheme (TCLS) - Llanelli	Mar '21	17	0	17	17	0	17
Town Centre Loan Scheme (TCLS) - Ammanford	Complete	75	0	75	75	0	75
Targeted Regeneration Initiative (TRI) Strategic Projects		4,110	-3,253	856	4,647	-3,758	889
TRI Property Enhancement Development Grant (PEDG)	ongoing	0	0	0	277	-232	45
TRI Sustainable Living Grant (SLG)	ongoing	0	0	0	260	-272	-12
TRI Strategic Projects - Market Street North	ongoing	1,881	-1,230	651	1,881	-1,231	650
TRI Strategic Projects - Former YMCA Building, Stepney Street, Llanelli	ongoing	1,932	-1,726	205	1,931	-1,726	205
TRI Strategic Projects - Llanelli Goods Shed	ongoing	0	0	0	1		1
Transforming Towns (Green Infrastructure & Biodiversity) - Llanelli Library Green Wall	ongoing	97	-97	0	97	-97	0
Transforming Towns (Green Infrastructure & Biodiversity) - Carregamman Car Park Enhancements	ongoing	200	-200	0	200	-200	0
NET BUDGET		28,841	-13,282	15,559	15,093	-9,296	5,797

Variance	Comment
0	
0	
0	
33	
45	
-12	
-1	
0	
1	
0	
0	
-9,762	

2020/21 Savings Monitoring Report
Community & Regeneration Scrutiny Committee
12th April 2021

1 Summary position as at : 31st December 2020

£248 k variance from delivery target

	2020/21 Savings monitoring		
	2020/21	2020/21	2020/21
	Target	Delivered	Variance
	£'000	£'000	£'000
Chief Executive	118	43	75
Community Services	185	43	143
Environment	34	4	30
	337	89	248

2 Analysis of delivery against target for managerial and policy decisions:

Managerial

£238 k Off delivery target

Policy

£10 k Off delivery target

	MANAGERIAL			POLICY		
	2020/21	2020/21	2020/21	2020/21	2020/21	2020/21
	Target	Delivered	Variance	Target	Delivered	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	118	43	75	0	0	0
Community Services	165	33	133	20	10	10
Environment	34	4	30	0	0	0
	317	79	238	20	10	10

3 Appendix J (i) : Savings proposals not on target

Appendix J (ii) : Savings proposals on target (for information)

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION	REASON FOR VARIANCE
	£'000		£'000	£'000	£'000		
Managerial - off Target							
Chief Executive							
Regeneration division	2,806	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	75	0	75	£50k increase in commercial income; £25k net effect of running costs following vacation of Nantyci Rural Development centre;	There was a reduction in Commercial property income even before the effect of Covid-19 therefore this efficiency is undeliverable in the current year; Nantyci not yet sold/ leased so most running costs are still relevant. Other non related underspends within admin buildings as a result of covid mean that the undeliverable efficiencies are covered in this financial year.
Chief Executive Total			75	0	75		
Community Services							
Leisure							
Pembrey Country Park	-118	Pembrey Country Park has been transformed into one of Wales's top visitor attractions providing a unique blend of coast and countryside. Eight miles of golden sands set against the spectacular backdrop of the Gower Peninsula and overlooking the coastal scenery of Carmarthen Bay. There is everything from caravan and camping, 550 acres of idyllic woodlands, a 130m long dry ski slope to the longest toboggan run in Wales - all providing a perfect family day out or a relaxing holiday in idyllic surroundings.	15	0	15	Increased Income (parking/campsite/café /ski)	Assumption that some Covid related restrictions may remain in place in 2021-2022, and hoping that no restrictions will be in place from April 2022 onwards. Have assumed that Country Parks will be able to achieve base line income from 2021-2022 (which included non controllable inflationary increases), plus deliver 50% of originally proposed efficiencies through increased income, however, the position is volatile and depends on government restrictions
Pendine Outdoor Education Centre	168	Pendine Outdoor Education Centre caters for up to 120 residential visitors at any given time, with a particular focus on primary school provision for Carmarthenshire schools. The experience is often the first opportunity for some young children to experience being away from home on a residential basis.	9	0	9	Increased income from Pendine Outdoor Education Centre (summer lettings)	POEC will not operate at all until at least April 2021
Public Rights of Way	455	Carmarthenshire has the 4th largest Public Rights of Way (PRoW) network in Wales. Maintaining and improving the network brings significant tourism value to the County. It is a statutory duty to keep the definitive plan for the County updated and to ensure PRoW are open, accessible, and signposted.	7	0	7	Reduction in expenditure - Public Rights of Way	Moved to Environment Department
Sports - all	611	There are 6 Leisure Centres in Carmarthenshire. Llanelli, Carmarthen, Ammanford, Llandovery, St Clears and Newcastle Emlyn. A variety of activities take place at local leisure centre such as; Swimming, Diving, Canoeing, Fitness, Cycling, Badminton, Tennis, Table Tennis, Squash, Hockey, Netball, Basketball, Football, Rugby, Cricket, Gymnastics, Birthday Parties, Holiday programmes. There were over a million visits to the Leisure facilities in the past 12 months.	50	0	50	Increased income (more activity)	Assumption that some Covid related restrictions may remain in place in 2021-2022, and hoping that no restrictions will be in place from April 2022 onwards. Have assumed that Leisure facilities will be able to achieve base line income during 2021-2022 (which included non controllable inflationary increases), plus deliver 50% of originally proposed efficiencies through increased income, however, the position is volatile and depends on government restrictions. This is a best case scenario. Worst case is that restriction remain in place all through 21/22 and service cannot meet baseline income target.
Museums	448	The Museums Service is made up of the County Museum at Abergwili, Parc Howard, The Museum of Speed, and Kidwelly Industrial Museum.	50	0	50	Review of management structure	Restructure not yet agreed / implemented
Dylan Thomas Boat House	46	Arts venues include Oriel Myrddin Art Gallery in Carmarthen, Y Gat in St. Clears and the Dylan Thomas Boathouse, Laugharne	2	0	2	Increasing income with additional marketing	Assumption that Covid related restrictions may remain in place in some form in 2021-2022, working to no restrictions in place from April 2022 onwards.
Total Leisure			133	0	133		
Community Services Total			133	0	133		
Environment							
Planning							
Development Management	262	<ul style="list-style-type: none">• The Development Management Unit manages the statutory planning application process (including pre application and also discharge of conditions and variation of conditions post approval).• The Unit deals with between 1700 and 1900 applications on average each year (roughly 150 cases per annum per Officer).• The unit is also responsible for planning enforcement matters including enforcement of planning conditions and unauthorised development and built conservation matters, dealing with roughly 500 cases per annum.	20	0	20	Additional predicted income from new statutory Pre-application service.	Additional income will not be generated in the current year due to Covid-19. Possibly achievable in 2021/22.
Minerals & Waste	128	<ul style="list-style-type: none">• The Team ensure that the significant aggregate resources and waste within Carmarthenshire are provided and managed in a sustainable way.• This involves dealing with applications for waste and mineral workings/sites, dealing with enforcement matters relating to such sites and also required monitoring regarding the operation of such sites.• The Team also undertake the above functions in whole or in part for another 7 Local Authorities in South and West Wales.	10	0	10	Increase in income through various Service Level Agreements coupled with some savings to be made through reconfiguration of the Team which is aimed at improving the resilience of the Team going forward.	Additional income will not be generated in the current year due to Covid-19. Possibly achievable in 2021/22.
Total Planning division			30	0	30		
Environment Total			30	0	30		
Policy - off Target							
Community Services							
Y Gat (St Clears)	40	Arts venues include Oriel Myrddin Art Gallery in Carmarthen, Y Gât in St. Clears and the Dylan Thomas Boathouse, Laugharne Y Gât (formerly known as St. Clears Craft Centre) is an arts facility that also hosts the local library and an in house catering facility. The facility has an open gallery / shop area along with conference rooms facilities and studio spaces for local artists to hire.	10	0	10	Review of Business purpose of Y Gât with community partners (St. Clears) (Equalities Impact Assessment) The continued operation of the facility in-house has been reviewed and the conclusion is that the facility is unlikely to be viable in its current operational format as income growth has not been realised	Facility has been temporarily closed since March. Consultation results due early September to inform future planning. Targets will not be met this year due to Covid-19.
Community Services Total			10	0	10		

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	

Managerial - on Target

Chief Executive

Regeneration division	2,806	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	43	43	0	£35k reduction within Economic Development activity (£15K from Community Development and External Funding budget, £10K from Rural Carmarthen, Ammanford Town Centres budget and £10k from Econ Dev Llanelli, Cross Hands, Coastal, Business infrastructure budget) £8k reduction in electricity within the Industrial estate.
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Chief Executive Total

43430

Community Services

Leisure

Llanelli Leisure Centre	235	Salix funding has been secured to invest in more energy efficient lighting and the installation of swimming pool covers to reduce overnight heat loss at our leisure centres	6	6	0	Energy Efficiency saving from previously implemented project
Carmarthen Leisure Centre	-53	There are 6 Leisure Centres in Carmarthenshire. Llanelli, Carmarthen, Ammanford, Llandovery, St Clears and Newcastle Emlyn. A variety of activities take place at local leisure centre such as; Swimming, Diving, Canoeing, Fitness, Cycling, Badminton, Tennis, Table Tennis, Squash, Hockey, Netball, Basketball, Football, Rugby, Cricket, Gymnastics, Birthday Parties, Holiday programmes. There were over a million visits to the Leisure facilities in the past 12 months.	8	8	0	Carmarthen Energy Efficiency saving from previously implemented project
Amman Valley Leisure Centre	35	Salix funding has been secured to invest in more energy efficient lighting at our leisure centres	7	7	0	Amman Valley Energy Efficiency saving from previously implemented project
Libraries	2,379	Carmarthenshire libraries provides an extensive choice of books, DVDs, CDs, online services, newspapers and magazines, there is something for everyone! With over half a million books on offer between 3 regional, 13 branch and mobile libraries you're never too far away from a centre of knowledge. Public access computers and Wi-Fi are available at all libraries. Carmarthenshire is the 4 th busiest Library service in Britain. There have been over 600,00 issues of books per year. Our new mobile service provides outreach services to rural parts of the County, linking up with various partners to deliver public information services online.	12	12	0	Procurement and cost efficiencies relating to stock and general operational costs
Total Leisure			33	33	0	

Community Services Total

33330

Environment

Planning

Forward Planning	567	<ul style="list-style-type: none">• Division responsible for producing and assisting with implementation, including on-going monitoring of plan delivery and on-going revision of evidence base, of all development plans which cover or part cover Carmarthenshire.• These plans include:<ul style="list-style-type: none">o Spatial plans – the potential for plans to span more than one (or part of) County in future yearso the Local Development Plan which was adopted for Carmarthenshire in 2014 ando Development Briefs for specific sites and areas - a number of which have now been produced for the County.• Also involved in assisting with development and or disposal of Council owned land/property in relation to advising on potential uses and providing consultancy role regarding preparation of planning applications on behalf of the Council.	4	4	0	General savings identified within the Forward Planning budget which are not related to the production of the LDP.
Total Planning division			4	4	0	

Environment Total

440

Department	2019/20 Budget	FACT FILE	2020/21 Proposed	2020/21 Delivered	2020/21 Variance	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	
Policy - on Target						
Community Services						
Libraries	2,379	Carmarthenshire libraries provide a wide variety of books, DVDs, CDs, online services, newspapers and magazines for the residents of Carmarthenshire. The libraries contain over half a million books between 3 regional, 13 branch and mobile libraries, furthermore, all libraries also have public access computers and Wi-Fi.	10	10	0	This proposal considers the potential to co-locate branch libraries with other businesses or premises to help reduce running costs and potentially increase visitor numbers.
Community Services Total			10	10	0	

Eitem Rhif 7

PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO
12 EBRILL 2021

Cynllun Busnes Adrannol Adran Cymunedau 2021/22

Y Pwrpas:

Rhoi cyfle i aelodau adolygu cynllun busnes yr Adran

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Elfennau o'r cynllun busnes sy'n berthnasol i gylch gwaith y Craffu hwn fel y nodir isod:

- Cartrefi a Chymunedau Mwy Diogel - Tudalen 8
- Gwasanaethau Hamdden – Tudalen 12

Y Rhesymau:

Mae dangos sut mae'r adran, y mae gan y Craffu hwn gylch gwaith ar ei gyfer, yn cefnogi'r Strategaeth Gorfforaethol.

**Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad:
NAC OES**

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Cyng. Linda Evans (Tai)

Cyng. Peter Hughes Griffiths (Diwylliant, Chwaraeon a Thwristiaeth)

Y Gyfarwyddiaeth:

**Enw Pennaeth y
Gwasanaeth:**

Jonathan Morgan

Ian Jones

Awdur yr Adroddiad:

Silvana Sauro

Swyddi:

Pennaeth Cartrefi a
Chymunedau Mwy Diogel

Pennaeth Gwasanaeth
Hamdden

Rheolwr Y Tîm Perfformiad,
Dadansoddi a Systemau

Rhifau ffôn: / Cyfeiriadau E-bost:

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COMMUNITY AND REGENERATION SCRUTINY COMMITTEE

12th April 2021

Department for Communities Departmental Business Plan 2021/22

Purpose:

To give members an opportunity to review the Department's business plan.

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

- This is the Department for Communities Departmental Business Plan, but the following service areas are under the remit of this Scrutiny:

Homes and Safer Communities
Leisure Services

- Due to the Coronavirus COVID-19 pandemic this is an abbreviated plan, usually it would include a review section, but this has been covered in the Service COVID-19 Impact Assessments previously submitted to this Scrutiny.
- The purpose of the business plan is nevertheless to show how this plan will support the delivery of the Corporate Strategy.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

- The impact of the pandemic and BREXIT create a lot of uncertainty in future planning and this plan is subject to change.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: Jonathan Morgan Head of Homes & Safer Communities
 Ian Jones Head of Leisure

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

1. Policy, Crime & Disorder and Equalities

- This departmental business plan shows how the department supports the Corporate Strategy and its Well-being Objectives.
- It will be supported by more detailed divisional business plans.
- The actions that support the Well-being Objectives and the steps taken to achieve them will be monitored throughout the year.
- The COVID-19 pandemic has had a considerable impact on departments and business plans reflect this. There have been many lessons learnt and new ways of working developed that will be maintained.

2. Legal

The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions to the Well-being Objectives set by the Council. Our Well-being Objectives maximise our contribution to the seven national Goals of the Act and demonstrate the five ways of working.

3. Finance

The Well-being Future Generations Act (2015) requires that we ensure that resources are allocated annually to meet our objectives. The budget breakdown has been reported to a previous meeting.

4. ICT

The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations, and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire.

5. Risk Management Issues

Key risks are identified for each department and mitigating actions are outlined.

6. Staffing Implications

As identified within the plan.

7. Physical Assets

Some projects might be included in the business plan.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Jonathan Morgan** **Head of Homes & Safer Communities**
Ian Jones **Head of Leisure**

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Local Member(s)

Name(s) of local member(s) and individual comments, if appropriate

N/A

2. Community / Town Council

Name(s) of Town/Community Councils(s) and individual comments to be included, if appropriate

N/A

3. Relevant Partners

Name(s) and individual comments to be included, if appropriate

N/A

4. Staff Side Representatives and other Organisations

Name(s) and individual comments to be included, if appropriate

N/A

**EXECUTIVE BOARD PORTFOLIO
HOLDER(S) AWARE/CONSULTED
YES**

Include any observations here

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Corporate Strategy		<u>Corporate Strategy 2018-2023</u>

Department for Communities

Departmental Business Plan

2021 / 2022

‘Life is for living, let’s start, live and age well in a healthy, safe and prosperous environment’

DRAFT

March 2021

How the Department's Services support the Well-being Objectives

Well-Being Objective	Adult Services	Integrated Services	H&SC	Leisure	Commissioning	Specific focus for 2021/22
Start Well						
1. Help to give every child the best start in life and improve their early life experiences						Expansion of Flying Start
2. Help children live healthy lifestyles						Mental health issues post lockdown
3. Support and improve progress, achievement and outcomes for all learners	✓					Re-engage in learning and regain any learning lost due to COVID
Live Well						
4. Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty			✓			Poverty
5. Creating more jobs and growth throughout the county						<ul style="list-style-type: none"> • Focus on SME • Foundational economy • Rural regeneration • Pentre Awel
6. Increase the availability of rented and affordable homes			✓			Local housing crisis - escalating costs and second homes
7. Help people live healthy lives (tackling risky behaviour and obesity)	✓	✓		✓		
8. Support community cohesion and resilience	✓	✓			✓	Community cohesion and resilience
Age Well						
9. Support older people to age well and maintain dignity and independence in their later years		✓				
In a Healthy and Safe Environment						
10. Looking after the environment now and for the future						<ul style="list-style-type: none"> • Climate change with particular focus on flooding • Net Zero Carbon
11. Improving the highway and transport infrastructure and connectivity						
12. Promoting Welsh Language and Culture				✓		Supporting national target of a million Welsh speakers
In addition a Corporate Objective						
13. Better Governance and Use of Resources						Embed tackling inequality across all the Council's objectives



[HOS and Well-being Objective Map](#)

[Steps within Well-being Objectives](#)

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This Departmental Business Plan has been produced to give staff, customers, elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how we plan to do this.

It shows how resources will be used to achieve objectives and the service implications of budgetary increases or reductions. It shows what we get for what we spend and if we are making the most of what we have. The plan also aims to demonstrate and provide assurance on service standards so that the service can be held to account. We aim to show at a high level what the department will do to support the Corporate Strategy 2018-23 and the Well-being Objectives we have set (see Page 2 below), also taking account of the impact caused by the COVID-19 pandemic.

Executive Board Member Foreword

We have great pleasure in introducing the new Department for Communities Summary Business Plan for 2021/22. We are satisfied that this Business Plan provides a comprehensive overview of the Departmental performance. It also provides the Department's aims and objectives for 2021/22.



Cllr Jane Tremlett
Executive Board Member, Social Care



Cllr. Peter Hughes Griffiths
Executive Board Member for Culture,
Sport and Tourism



Cllr. Philip Hughes
Executive Board Member for Public
Protection



Cllr. Linda Evans
Executive Board Member for Housing

Sign Off

Cllr. Jane Tremlett
Cllr. Linda Evans
Cllr. Peter Hughes Griffiths
Cllr. Philip Hughes

Date:

Introduction by Director for Department for Communities



The Directorate for Communities is a large department employing over 2,000 people with overall spend close to £167 million. It generates nearly £65 million of income. The department is diverse but focussed on supporting vulnerable people and supporting the health and wellbeing of the communities we serve. Amongst its services are Adult Social Care, Integrated services with Health, Public health, Housing, Museums, Country Parks, libraries, and Leisure services.

After a challenging year dealing with COVID 19 we plan for services to develop in a post COVID world. We do so from a position of strength in which the whole local authority has responded well to the unprecedented challenges. Key functions such as reduction in the number of housing voids, meeting growing demand for social care, and returning income and user levels to pre pandemic levels will be central to our work. We will do this alongside playing our part corporately in the recovery of the whole council. To do this successfully we will need to reshape many services, establish a greater emphasis on prevention and public health and ensure our workforce are supported to recover from the pandemic where they have faced personal and professional challenges.

Our vision is strongly linked to the priorities of the whole council and summarises our central purpose- **‘Helping Communities Thrive..... Enabling Healthier Lives’**

The last year has taught us that our communities, staff, and services are strong and resilient, and we will build on our successes moving forward through this optimistic, ambitious and confident business plan.

Jake Morgan, Director for the Department for Communities

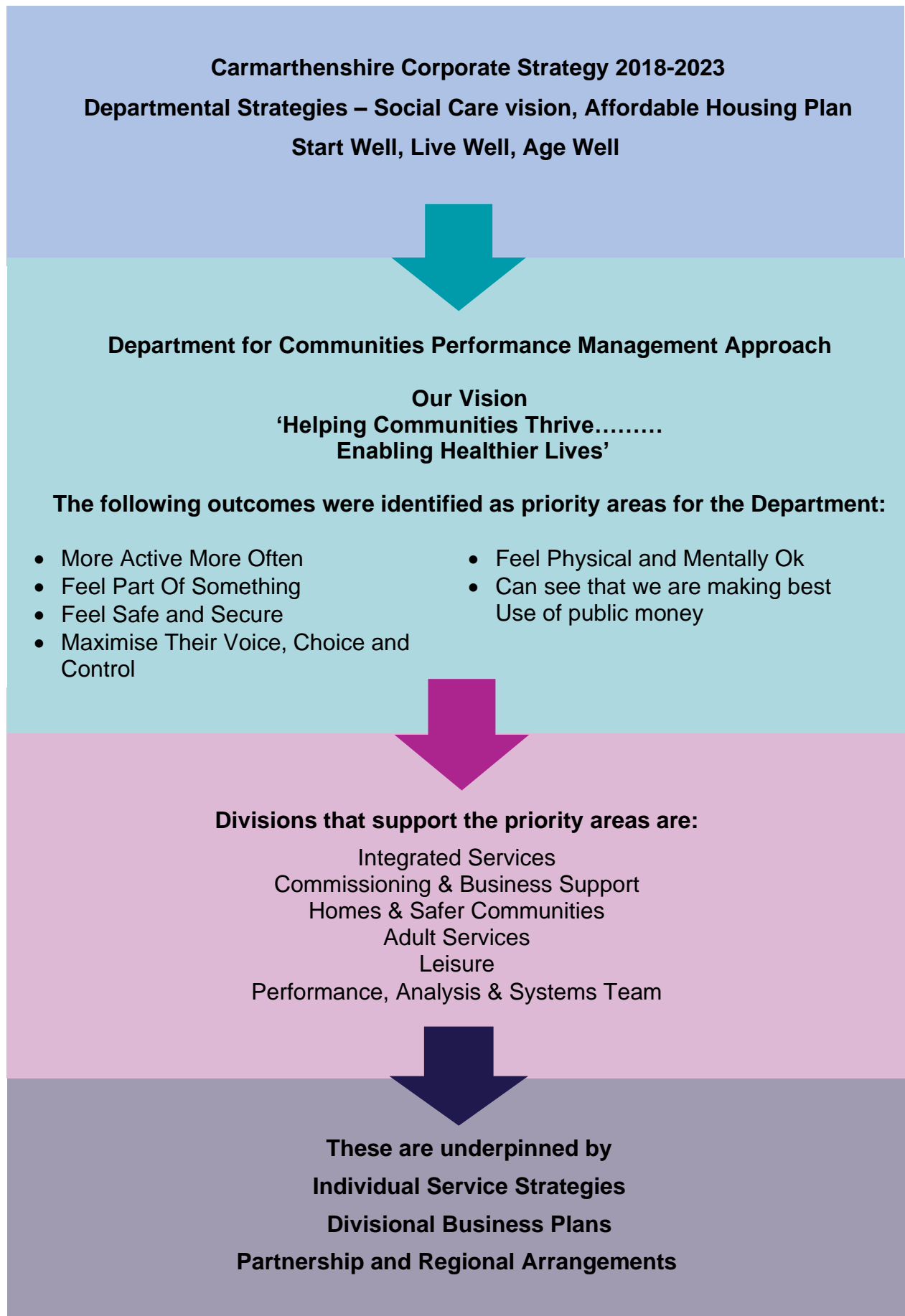
Management Team Structure

Management Team - Department for Communities

Structure Chart 2021



Our approach is to link our Council's (and partners) priorities, through the directorate, to teams and individuals.



Homes and Safer Communities

Homes & Safer Communities

Head of Service: Jonathan Morgan

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
A1	We will deliver a new, ambitious Housing and Regeneration Delivery Plan that will provide at least an additional 900 Council homes over the next 5-10 years, as well as low-cost affordable homes, particularly in rural areas. The plan will also assist in regenerating our town centres and ten towns initiative in rural areas. Our first phase will take us through to March 2022 (14700)	March 2022	Rachel Davies	WBO6/MF5
A2	We will develop, with our tenants and partners, a new Carmarthenshire Homes Standard and decarbonisation plan which will mean greener, more energy efficient homes and ensure we support the local and national decarbonisation agenda (14701).	March 2022	Rachel Davies	WBO6/MF5
A3	We will continue to implement our homelessness strategy, with increased focus on "front of house" universal preventative activities as well as more targeted approaches for those groups at higher risk of homelessness (14699).	March 2022	Jonathan Willis	WBO4/MF5
A4	Through the re-structure we will ensure that we set ourselves up for the post COVID world in terms of housing services, ensuring that we maximise income in terms of rents, and that we continue to deliver high levels of tenant satisfaction.	March 2022	Jonathan Morgan	HSCBP
A5	We will deliver a sustainable plan for Council House Voids that will reduce their number and quicken turnaround times when properties are vacant.	September 2022	Jonathan Willis	HSCBP
A6	We will implement a transformational master plan for the Tyisha ward which will address the concerns of residents and provide a sustainable future from a housing, environment, community safety and economic regeneration perspective (14702).	March 2022	Jonathan Morgan	WBO6/MF5
A7	We will deliver an innovative investment programme for Care Homes and Sheltered Housing Schemes that meets the future needs of older people in the County (14703).	March 2022	Rachel Davies	WBO9/MF5
A8	We will ensure we let Care Homes voids as efficiently as possible in a post COVID world.	March 2022	Heike Clarke	HSCBP
A9	We will develop a new pro-active Public Health and Infection Control Service that will build on what we have learned from the COVID experiences.	Sept 2021	Jonathan Morgan	HSCBP
A10	We will continue to ensure we meet regulatory requirements to high standards in terms of environmental health functions e.g. food standards and hygiene.	March 2022	Sue Watts	HSCBP
A11	We will develop a pro-action Air Quality Delivery Plan, in conjunction with other Council Divisions and key partners.	Sept 2021	Sue Watts	HSCBP
A12	We will continue to be pro-active in the trading standards field (e.g. financial exploitation, licensing, POCA, COVID enforcement) ensuring we do as much as is possible to protect the public.	March 2022	Roger Edmunds	HSCBP
D2	Making best use of resources to improve services to the public, through innovation.	March 2022	Jonathan Morgan	HSCBP

D3	New apprenticeships / upskilling opportunities created link to emerging dept workforce plan measures including Welsh Language.	March 2022	Jonathan Morgan	HSCBP
D4	Departments Digital Infrastructure and connectivity programme.	March 2022	Jonathan Morgan	HSCBP
D5	Ensuring compliance with the external regulated reports recommendations.	March 2022	Jonathan Morgan	HSCBP
	Key overarching measures of success			
B1	How many affordable homes were delivered?.	March 2022	Jonathan Morgan	HSCBP
B2	Percentage of households successfully prevented/relieved from becoming homeless.	March 2022	Jonathan Morgan	HSCBP
B3	Percentage of rent arrears relative to rent debit.	March 2022	Jonathan Morgan	HSCBP
B4	Tenants satisfaction with housing services delivery.	March 2022	Jonathan Morgan	HSCBP
B5	Number and turnaround times for all void council properties.	March 2022	Jonathan Morgan	HSCBP
B6	Number of nights void (Care Homes).	March 2022	Jonathan Morgan	HSCBP
B7	NPS - On a scale of 1-10, how satisfied are you with the care and support service?.	March 2022	Jonathan Morgan	HSCBP
B8	Carmarthenshire Incident rate per 100k – Number of cases over a rolling 7 days, and a comparison to previous 7-day period.	March 2022	Jonathan Morgan	HSCBP
B9	% of Proactive Visits that resulted in improvement, Closure, and Fixed Penalty notices being served.	March 2022	Jonathan Morgan	HSCBP

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+)	See row # xx above
SS30033	Medium 8	Maintain the current Carmarthenshire Homes Standard (CHS), and develop a new standard for the future. Failure to maintain and develop the CHS in the future will result in: A lack of investment in the Council's housing stock as homes fall into disrepair and will not meet tenants needs; and Tenants not seeing the benefits of decarbonisation and energy efficient measures.	A2
New		Maximise income in council house rents and voids, and mitigate the effects of welfare reform and introduction of universal credit. Failure to mitigate and plan may result in: Lower income will have an adverse impact on the well-being of residents and on the 30 year HRA business plan itself	A5
New		Manage changes in environmental health, trading standards and licensing regulatory requirements. Failure to do so will result in:	A10

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		Council not meeting its legislative requirements in these key regulatory services	
New		<p>Ensuring we continue to have a robust public health response and infection control measures in place.</p> <p>Failure to have a response and measures in place will result in:</p> <p>COVID rates increasing and the impact this will have on the general population, businesses and schools; and</p> <p>The economic recovery of the County being slowed down</p>	A10/A12
New		<p>Provide a pro-active preventative service and accommodation for homeless people as a result of changes in homeless legislation. Failure to do so will result in:</p> <p>Council not meeting its statutory duty; and</p> <p>Health and well-being issues for homes people</p>	A3
SS300041 (New Wording)		<p>Maximise the supply of affordable homes the County and assist in the regeneration of the County post COVID. Failure to do so will result in:</p> <p>Potential increase in homelessness and impact on residents' health and well being; and</p> <p>Major regeneration programmes e.g. Tyisha/Town Centre's will not be delivered and the impact this will have on economic recovery.</p>	A6

Leisure Services

Leisure Services

Head of Service: Ian Jones

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
A	General			
1	Recovery of memberships and user numbers at facilities to pre-covid levels and beyond by 31/3/22	March 2022	Ian Jones	LSBP
2	Development of online service platforms e.g. membership Apps'; Online fitness classes; broadcasting of Theatre productions to Care Homes	March 2022	Ian Jones	LSBP
3	Contribute towards CCC Economic Recovery plan: capital investment schemes (Pendine, Oril Myrddin and Pentrawel)	March 2022	Ian Jones	LSBP
4	Making best use of resources to improve services to the public, through innovation.	March 2022	Ian Jones	LSBP
5	New apprenticeships / upskilling opportunities created link to emerging dept workforce plan measures including Welsh Language.	March 2022	Ian Jones	LSBP
6	Departments Digital Infrastructure and connectivity programme	March 2022	Ian Jones	LSBP
A	Key Measure of success			
A2	Digital Reach and deliverability of each service	March 2022	Ian Jones	LSBP
A1	Income (new and additional)	March 2022	Ian Jones	LSBP
A4	Quality measures for each service e.g. NPS 'would you recommend us..?' / Accreditations and standards e.g. National Library standards / Green Flag awards	March 2022	Ian Jones	LSBP
A3	Social value indicators to highlight value service brings to areas such as Health, Education, Policing etc	March 2022	Ian Jones	LSBP
B	Culture			
1	Oriel Myrddin Project initiated on site - review governance and deliver re-development options for Oriel Myrddin to improve the provision for residents and visitors (13530)	March 2022	Jane Davies	WBO12 MF5
2	Abergwili Museum refurbishment completed - transformation plan with the delivery of a £1.2 million redevelopment of the County museum at Abergwili (13290)	March 2022	Jane Davies	WBO12 MF5
3	Tywi Gateway Trust scheme to develop gardens at Abergwili Museum completed (13289)	March 2022	Jane Davies	WB12 MF5
4	Deliver a fully functioning archive repository and information hub for Carmarthenshire (13292)	March 2022	Jane Davies	WBO12 MF5
5	Re-furnishment of Parc Howard Museum (13289)	March 2022	Jane Davies	WBO12 MF5
6	Open new Museum of Speed as part of Pendine Attractor project (13289)	March 2022	Jane Davies	WB012 MF5
7	We will promote our Welsh Culture & Heritage supporting annual culture awards and town and village of Culture (14037)	March 2022	Jane Davies	WBO12 MF5

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8	Review and re-develop the Council's Theatre Services provision for future resilience i.e. online, outdoor, community and traditional programming and development plan (14706)	March 2022	Sharon Cassey	WBO 12 MF5
9	Develop digital skills of local communities by appointing 2x MakerSpace apprentices;	March 2022	Mark Jewell	LSBP
10	Develop 24/7 access concept for Libraries, including remote locker solutions at rural hubs	March 2022	Mark Jewell	LSBP
B	Key Measure of Success			
B1-8	Visits to Cultural venues	March 2022	Mark Jewell	WBO12
B1-8	Number of library visits per 1,000 population. (LCL/001)	March 2022	Mark Jewell	WBO 7
B1-8	%of Quality Indicators (with targets) achieved by the library service. (PAM/040)	March 2022	Mark Jewell	WBO 7
C	Outdoor Recreation			
1	Pendine Outdoor Education centre – new service delivery model agreed	March 2022	Neil Thomas	LSBP
2	Pendine Attractor operating model is established	March 2022	Neil Thomas	LSBP
3	Continue to deliver the Country park site masterplans at Pembrey Country Park, MCP, Llyn Llech Owain and Mynydd Mawr	March 2022	Neil Thomas	LSBP
4	Protect and manage our coast, working with Environment department	March 2022	Neil Thomas	LSBP
5	Deliver a £2million programme to re-develop Burry Port Harbour (13201) – completion of Harbour wall repairs. Wider elements of BPH masterplan led by Regeneration	October 2022	Neil Thomas	WBO10 MF5
C	Key Measure of success			
C1	Visits to Country Parks	March 2022	Neil Thomas	WBO7
C2	No. of attendances (including residential) for opportunities facilitated by the Outdoor Education Team	March 2022	Neil Thomas	LSBP
C3	Income returning to pre Covid levels.	March 22	Neil Thomas	LSBP
D	Sport & Leisure			
1	Pentre Awel – development of wellness hub (new Leisure Centre). Invest in the County's leisure centre provision with the development of a new facility in Llanelli as part of the Wellness Village (12602)	March 2022	Carl Daniels	WBO7 MF5
2	Review delivery structure as service and customer demand continues to evolve.	March 2022	Carl Daniels	LSBP
3	Development of site masterplans including Amman Valley Leisure Centre, and Llandovery Leisure Centre	March 2022	Carl Daniels	LSBP
4	Increase the range of physical activity opportunities available for children and adults to increase ongoing participation rates	March 2022	Carl Daniels	LSBP
5	Continued support for Community Sport clubs and County-wide plans for focus sports of Athletics; Cycling; Aquatics and Triathlon	March 2022	Carl Daniels	WBO 7 MF5
6	Development of a proposal of town centre Gym offer	March 22	Jan Jones	LSBP

D	Key Measure of success			
D1-5	No of attendances to promote physical activity	March 2022	Carl Daniels	WBO7
D3-4	Visits to Leisure Centres. Number of visits to leisure centres per 1,000 population. (PAM/017)	March 2022	Carl Daniels	WBO7
D3-4	% of children who can swim 25m aged 11 (3.4.2.1)	March 2022	Carl Daniels	WBO2
D3-4	% of people referred to the National Exercise Referral scheme that attend the 1st session of the programme. (3.4.2.6)	March 2022	Carl Daniels	WBO7
D3-5	No. of attendances at Sporting Opportunities facilitated by the Sports Development Unit. (3.4.2.8)	March 2022	Carl Daniels	WBO7
D3-4	% of people referred to the National Exercise Referral scheme that complete the 16 week programme. (PAM/041)	March 2022	Simon Davies	WBO7
D3-4	% of NERS clients whose health had improved on completion of the exercise programme. (PAM/042)	March 2022	Simon Davies	WBO7
D3-4	Income levels to return as pre Covid	March 2022	Carl Daniels	LSBP

LSBP = Leisure Services Business Plan

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+)	See row above
New risk	High 12	Inability of service to recover participation, membership, and income levels as a result of Covid-19 pandemic.	A1
SS600018	Low 4	Public, staff and participant safety, especially around water areas is a key consideration for the service.	A4
SS600019	Low 4	Continuing political and public support as to the value and impact of Leisure is essential in order to develop such a critical yet largely non-statutory service such as leisure.	A4
SS600020	Low 3	The service has to deliver what people want. Understanding customer demand and adapting to meet these challenges are a key risk for the service.	A3/A4
SS600021	Low 3	Non-controllable external factors such as poor weather, or unforeseen increases in utility costs are risks to the business that have to be managed quickly and effectively.	A3/A4
SS600022	Low 3	Maintaining a strong and positive public perception of services is essential in income generating areas where there is competition from the private sector.	A3/A4
SS600023	Low 4	Buildings infrastructure and environments must be safe and appropriate in order to manage the service effectively.	A3/A4

Commissioning & Business Support Service

Commissioning and Business Support

Head of Service: Chris Harrison

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	Provide support for carers, and young carers in particular, to enable them to continue providing the invaluable care they offer to family and friends in need (14693)	March 2022	Alison Watkins	WBO8/MF5
2	Covid Sector Support-Continued Covid commissioning response team to coordinate support for the care & support sectors, including care home review action plan.	March 2022	Alison Watkins	CBSBP
3	Development of Market Stability Reporting- regulatory requirement under the Social Service and Wellbeing (Wales) Act 2014	March 2022	Alison Watkins	CBSBP
4	Implement the review of Direct Payments, including the decommissioning of contracted service and development of in house service.	March 2022	Alison Watkins	CBSBP
5	Continued implementation of the Accommodation Plan (2019-24) for learning disabilities	March 2022	Alison Watkins	CBSBP
6	Recommissioning of Community Support (Domiciliary Care) - including the service requirements, procurement, contract award and implementation of a new framework contract.	March 2022	Alison Watkins	CBSBP
7	To continue to develop a more strategic approach, to strengthen and develop the preventative network of services & build community resilience, especially in relation to the third sector, housing related support and the wider community, including carers.	March 2022	Alison Watkins	CBSBP
8	Effective and efficient contract management to ensure care & support providers comply with their duty to provide quality, reliable and safe services while securing value for money.	March 2022	Alison Watkins	CBSBP
9	To work with the Eclipse Team to Develop and implement the Fiscal Module for charging.	March 2022	Rhys Page	CBSBP
10	To Review and reduce Debt within Social Care charging, and to work with legal to recover outstanding debt.	March 2022	Rhys Page	CBSBP
11	Review systems and processes across the division and digitalise services, so they can be more accessible to the public	March 2022	Rhys Page	CBSBP
12	To Review the Transport & Facilities services in-line with the alternative offer for Day Care in Carmarthenshire	March 2022	Rhys Page	CBSBP
13	Making best use of resources to improve services to the public, through innovation.	March 2022	HOS	CBSBP
14	New apprenticeships / upskilling opportunities created link to emerging dept workforce plan measures including Welsh Language.	March 2022	HOS	CBSBP
15	Departments Digital Infrastructure and connectivity programme	March 2022	HOS	CBSBP
16	Ensuring compliance with the external regulated reports recommendations.	March 2022	HSO	CBSBP

CBSBP = Commissioning and Business Support Business Plan

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+)	See row # xx above
SS700016	Medium 6	Review our structures for commissioning & business support division to ensure that it is fit for purpose to respond to future requirements.	A2
SS700021	Medium 6	To deliver savings through right size packaging and analysis of cost providers in the pan disability service areas as part of the Authority's budget management.	A5
SS700022	Medium 6	Ensuring robust systems remain in place to identify early warning signs of market failure in order to avoid or reduce serious risks to service provision and the impact on service users.	A3
SS700023	High 9	Capacity to delivery against major commissioning projects (namely recommissioning of community/domiciliary care support and Direct Payments - Clarify the risk score	A4

Integrated Services

Integrated Services

Head of Service: Alex Williams

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
A1	We will develop our overall approach to Integrated Services, so we are able to help develop strong communities, help people to help themselves, provide help when people need it and provide long-term support whilst keeping people safe. We will ensure we are in a position to do this through agreement of a vision for Integrated Services between the Local Authority and Health Board, a new Section 33 agreement setting out our collective responsibilities and agreement and of a new structure to support delivery.	August 2021	Alex Williams/ Rhian Dawson	ISBP/ WBO8/ 09
A2	We will implement Phase 1 and Phase 2 of the new structure.	March 2022	Alex Williams/ Rhian Dawson	ISBP/ WBO8/ 09
A3	<p>We will develop our overall vision and strategic plan/pathways for prevention, proactive care including approach dementia, intermediate care and long-term care, to ensure that we can deliver the vision for integrated services and effectively manage demand.</p> <p>As part of this, we will deliver the corporate objectives as follows:</p> <ul style="list-style-type: none"> We will develop the Information Advice and Assistance (IAA) service by enhancing the Multi-Disciplinary Team, to ensure that as many individuals as possible are supported to achieve preventative outcomes. (14694) We will continue to support people living with dementia and the development of more dementia friendly and supportive communities and provisions across the County (14695) We will work with partners to ensure that people remain socially connected, particularly through the use of virtual support such as the Connect project, in order to reduce loneliness, tackle inequalities and poverty (14696) 	March 2022	<p>Alex Williams/R hian Dawson</p> <p>Dean C Jones</p> <p>Neil Morgan</p> <p>Julia Wilkinson</p>	ISBP/ WBO8/ 09
A4	We will reshape our approach to support patient flow and home first by developing the above pathways and ensure that monitoring and escalation processes are in place to ensure effective patient flow.	March 2022	Alex Williams/ Rhian Dawson	ISBP/ WBO9
A5	We will further strengthen the provision and use of the Welsh language within social care services, supporting our staff to learn virtually currently, to be able to provide services in the language of service users' choice and ensure compliance with the 'Active Offer' (14697)	March 2022	Angharad Jenkins	WBO1 2/MF5
A6	We will develop an overall recovery model to redesign support and services during and after the Covid-19 pandemic. This will include how we safely restart day services/develop day opportunities as well as bed-based reablement.	March 2022	Alex Williams	ISBP/ WBO9

A7	Establish Delta Connect as a primary prevented telecare service within the county. Develop with the health boards intervention with telecare/telehealth	March 2022	Rhian Dawson	ISBP
A8	Making best use of resources to improve services to the public, through innovation.	March 2022	Alex Williams	ISBP
A9	New apprenticeships / upskilling opportunities created link to emerging dept workforce plan measures including Welsh Language.	March 2022	Alex Williams	ISBP
A10	Departments Digital Infrastructure and connectivity programme	March 2022	Alex Williams	ISBP
A11	Ensuring compliance with the external regulated reports recommendations.	March 2022	Alex Williams	ISBP
B	Key Measures of Success			
B1	Hospital – Average length of stay – Ready to leave	March 2022	Alex Williams/ Rhian Dawson	WBO9
B2	Number of reviews completed	March 2022	Alex Williams/ Rhian Dawson	WBO9
B3	Number of clients receiving direct payments at month end	March 2022	Alex Williams/ Rhian Dawson	WBO9
B4	Number of Hours commissioned for Domiciliary care	March 2022	Alex Williams/ Rhian Dawson	WBO9
B5	Funded residential care, nursing care and CHC placements	March 2022	Alex Williams/ Rhian Dawson	WBO9
B6	Number of SSWBA forms competed by the Carmarthenshire Access Team outcomes broken down by IAA and Further assessment. Safeguarding ASRF forms also measured.	March 2022	Alex Williams/ Rhian Dawson	WBO9

ISBP= Integrated Services Business Plan

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored16+)	See row # xx above
SS100021	High 15	Not delivering on financial efficiencies will compromise our ability to deliver future services and progress the modernisation agenda.	A1
SS100035	High 12	It is likely that the ICF and Transformation funding will end March 2021, with a risk of a number of services being unfunded and/or an impact on core funding.	A2

ISBP= Integrated Services Business Plan

Adults Services

Adult Social Care

Head of Service: Avril Bracey

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	We will ensure that we have a through age approach to community support. This will include new models of service delivery to respond to Covid -19. (12540)	March 2022	Sharon Frewin	WBO7/MF5
2	Maintain a strong and sustainable in-house domiciliary provision for Council and support the commissioning team in developing a new framework including the redevelopment of the reablement services (13225)	March 2022	Julie Duggan	WBO7/MF5
3	We will continue to work with partners to transform mental health and learning disability services. We will promote independence, early intervention and prevention and ensure that support and services are accessible (14698)	March 2022	Mark Evans Kelvin Barlow	WBO7/MF5
4	Implement measures to respond to operational and strategic imperatives associated with Safeguarding including Deprivation of Liberty Safeguards (DOLS) Liberty Protection Standards (LPS) and Violence Against Women , Domestic Abuse and Sexual Violence Act (VAWDASV)	March 2022	Cathy Richards	WBO8
5	Collaborate with colleagues in commissioning, housing and the Health Board to develop a range of supported accommodation	March 2022	KB/ME	WB09
6	Making best use of resources to improve services to the public, through innovation.	March 2022	Avril Bracey	ASBP
7	New apprenticeships / upskilling opportunities created link to emerging dept workforce plan measures including Welsh Language.	March 2022	Avril Bracey	ASBP
8	Departments Digital Infrastructure and connectivity programme	March 2022	Avril Bracey	ASBP
9	Ensuring compliance with the external regulated reports recommendations.	March 2022	Avril Bracey	ASBP
B	Key Measures of Success			
B1	Compliance with new All Wales Safeguarding procedures	March 2022	HOS	WB09
B2	Compliance with Implementation of Liberty Protection Safeguards	March 2022	HOS	WB09
B3	Services: Number and percentage of young people aged 16-25 with an LD in employment, education and training.	March 2022	HOS	WB09
B4	Number of service users leaving reablement who don't require a future service	March 2022	HOS	WB09
B5	Number of new units of supported accommodation developed	March 2022	HOS	WB09
B6	Number of individuals accessing community-based alternatives to building based day services	March 2022	HOS	WB09
B7	Number of hours delivered vs capacity and cost (Domiciliary Care)	March 2022	HOS	WB09
B8	Number of Adults in residential care and associated costs	March 2022	HOS	WB09

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk	See row # xx above
		All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+)	
SS500022	Medium 8	Failure to fulfil our Statutory Duty for young people if outcomes are compromised if we do not have a seamless pathway from transition into adult care.	A1
SS500024	High 12	Individuals may not be safeguarded, or their human rights upheld and the risk of legal challenge and financial penalty if we do not manage the DoLs referrals.	A4
SS500027	High 12	The number of adults going into residential care will increase and there will be an impact on financial savings if we do not develop alternative community provision.	A5
SS500028	Medium 8	There will be over provision/poor outcomes for individuals, inefficiencies and dependency if care/support plans and service delivery plans are not person centred and outcome focussed.	A2/A1
New		Individuals may not be safeguarded from abuse or neglect if we fail to fulfil our statutory safeguarding duties within the SSWBA.	A4
SS00031	Medium 9	Failure to meet future demands on our workforce.	A7

Partnership and Collaboration

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1a	We will continue to implement a range of programmes within the 'Healthier West Wales' programme, funded through the Welsh Government's Transformation Fund, to improve wellbeing outcomes for older people in the county	March 2022	Martyn Palfreman	WBO9
1b	We will continue to play a key role on the West Wales Regional Partnership Board and support the wider programme of the West Wales Care Partnership to integrate and transform care and support across the region.	March 2022	Martyn Palfreman	WBO9

Resources

Link to Budget to be added.

Departments Performance Framework (Draft)



v1Departments

Performance Framev



App A Final

Performance_Framev

Workforce report (*Draft*)



Department
workforce Plan DRA

Welsh Language report March 21



Welsh Language
Speaking Levels for

Appendix 1

Well-being of Future Generations Act 2015

This is a new Act introduced by the Welsh Government, which will change aspects of how we work. The general purpose of the Act is to ensure that the governance arrangements of public bodies for improving the well-being of Wales take the needs of future generations into account. The Act is designed to improve the economic, social and environmental well-being of Wales in accordance with sustainable development principles.

A. The Sustainable Development Principle of the Act

The new law states that we must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. **The sustainable development principle** is

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.’

B. The Five Ways of Working required by the Act

To show that we have applied the sustainable development principle we must demonstrate the following 5 ways of working:

1. Looking to the long term so that we do not compromise the ability of future generations to meet their own needs;
2. Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their priorities;
3. Involving a diversity of the population in the decisions that affect them;
4. Working with others in a collaborative way to find shared sustainable solutions;
5. Understanding the root causes of issues to prevent them from occurring.

C. The Seven Well-being Goals of the Act

There are **7 well-being goals** in the Act. Together they provide a shared vision for public bodies to work towards. We must work towards achieving all of them.

Well-being Goals



PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO**12 EBRILL 2021**

**Detholiad Adfywio o'r
Cynllun Busnes Adrannol y Prif Weithredwr 2021/22**

Y Pwrpas:

Rhoi cyfle i aelodau adolygu dyfyniad Cynllun Busnes yr Adran.

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Elfennau o'r cynllun busnes sy'n berthnasol i gylch gwaith y Craffu hwn fel y nodir isod:-

- Adfywio

Y Rhesymau:

Mae dangos sut mae'r adran, y mae gan y Craffu hwn gylch gwaith ar ei gyfer, yn cefnogi'r Strategaeth Gorfforaethol.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad:
NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-
Cng. Emlyn Dole (*Arweinydd: Datblygu Economaidd*)

Y Gyfarwyddiaeth: Prif Weithredwr	Swyddi:	Rhifau ffôn: / Cyfeiriadau E-bost:
Enw Pennaeth y Gwasanaeth: Jason Jones	 Pennaeth Adfywio	 JaJones@sirgar.gov.uk
Awdur yr Adroddiad: Jason Jones	 Pennaeth Adfywio	 JaJones@sirgar.gov.uk

COMMUNITY & REGENERATION

SCRUTINY COMMITTEE

12th APRIL 2021

Regeneration Extract of the Chief Executive's Departmental Business Plan 2021/22

Purpose:

To give members an opportunity to review the Department's business plan extract.

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

- This **Regeneration** extract from the Chief Executive's Departmental Business Plan, is relevant to the portfolio of this Scrutiny.
- Due to the Coronavirus COVID-19 pandemic this is an abbreviated plan, usually it would include a review section, but this has been covered in the Service COVID-19 Impact Assessments previously submitted to this Scrutiny.
- The Business Plan shows how the Service supports the delivery of the Corporate Strategy, recently reported to the Scrutiny committee.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

- The impact of the pandemic and BREXIT create a lot of uncertainty in future planning and this plan is subject to change.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Jason Jones Head of Regeneration

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

1. Policy, Crime & Disorder and Equalities

- This departmental business plan extract shows how the department supports the Corporate Strategy and its Well-being Objectives.
- It will be supported by more detailed divisional business plans.
- The actions that support the Well-being Objectives and the steps taken to achieve them will be monitored throughout the year.
- The COVID-19 pandemic has had a considerable impact on departments and business plans reflect this. There have been many lessons learnt and new ways of working developed that will be maintained.

2. Legal

The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions to the Well-being Objectives set by the Council. Our Well-being Objectives maximise our contribution to the seven national Goals of the Act and demonstrate the five ways of working.

3. Finance

The Well-being Future Generations Act (2015) requires that we ensure that resources are allocated annually to meet our objectives. The budget breakdown has been reported to a previous meeting.

4. ICT

The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations, and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire. See the *Digital infrastructure and connectivity* element of the plan.

5. Risk Management Issues

Key risks are identified for each department and mitigating actions are outlined.

6. Staffing Implications

As identified within the plan.

7. Physical Assets

As outlined in the business plan.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Jason Jones

Head of Regeneration

(Please specify the outcomes of consultations undertaken where they arise against the following headings) –

1. Local Member(s)

Name(s) of local member(s) and individual comments, if appropriate

N/A

2. Community / Town Council

Name(s) of Town/Community Councils(s) and individual comments to be included, if appropriate

N/A

3. Relevant Partners

Name(s) and individual comments to be included, if appropriate

N/A

4. Staff Side Representatives and other Organisations

Name(s) and individual comments to be included, if appropriate

N/A

**EXECUTIVE BOARD PORTFOLIO
HOLDER(S) AWARE/CONSULTED
YES**

Include any observations here

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Corporate Strategy		<u>Corporate Strategy 2018-2023</u>

REGENERATION extract from the Chief Executive's Departmental Business Plan

for delivering our Corporate Strategy
and Well-being Objectives

MARCH 2021

'Life is for living, let's start, live and age well in a healthy,
safe and prosperous environment'

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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INTRODUCTION

This Business Plan has been produced to give staff, customers, elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how we plan to do this.

It shows how resources will be used to achieve objectives and the service implications of budgetary increases or reductions. It shows what we get for what we spend and if we are making the most of what we have. The plan also aims to demonstrate and provide assurance on service standards so that the service can be held to account. We aim to show at a high level what the department will do to support the Corporate Strategy 2018-23 and the Well-being Objectives we have set (see Page 2 below), also taking account of the impact caused by the COVID-19 pandemic.

How the Service supports the Council's Well-being Objectives

Well-Being Objectives	Regeneration	Specific focus for 2021/22
Start Well		
1. Help to give every child the best start in life and improve their early life experiences		Expansion of Flying Start
2. Help children live healthy lifestyles		Mental health issues post lockdown
3. Support and improve progress, achievement, and outcomes for all learners	✓	Re-engage in learning and regain any learning lost due to COVID
Live Well		
4. Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty	✓	Poverty
5. Creating more jobs and growth throughout the county	✓	<ul style="list-style-type: none"> • Focus on SME • Foundational economy • Rural regeneration • Pentre Awel
6. Increase the availability of rented and affordable homes		Local housing crisis - escalating costs and second homes
7. Help people live healthy lives (tackling risky behaviour and obesity)		
8. Support community cohesion, resilience and safety		Community cohesion and resilience
Age Well		
9. Support older people to age well and maintain dignity and independence in their later years		
In a Healthy and Safe Environment		
10. Looking after the environment now and for the future	✓	<ul style="list-style-type: none"> • Climate change with particular focus on flooding • Net Zero Carbon
11. Improving the highway and transport infrastructure and connectivity		
12. Promoting Welsh Language and Culture		Supporting national target of a million Welsh speakers
In addition a Corporate Objective		
13. Better Governance and Use of Resources	✓	Embed tackling inequality across all the Council's objectives



[HOS and Well-being Objective Map](#)
[Steps within Well-being Objectives](#)

Regeneration Summary Divisional Plan

Head of Service: Jason Jones

Carmarthenshire's economy has been significantly impacted by the Covid-19 pandemic and Brexit. We have in place a clear recovery plan with an immediate priority focus on protecting jobs and safeguarding businesses. We will also continue to address the longer-term challenges that constrain growth in Carmarthenshire including low productivity and wages, skills deficits, too few businesses scaling up and the need for investment in modern business infrastructure and premises. We will support Carmarthenshire's economy to recover as quickly as possible to become one that is more productive than before, more equal, greener and with more sustainable communities.

**** PLEASE NOTE: This Division's responsibilities are split between the remits of 3 Scrutiny Committees. For the Community & Regeneration Scrutiny content below is in normal text, whilst content under the remit of other Scrutiny's has been receded.**

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
Well-Being Objective 5 - Create more jobs and growth throughout the county				
A	<i>Regionally, by co-ordinating and delivering the Swansea Bay City Deal and specifically the Carmarthenshire based project of Pentre Awel</i>			
1	As part of the City Deal we will deliver a whole-site project plan for Pentre Awel, to include design & build, service/ business planning, public engagement & securing private sector financing to ensure benefits maximisation & ongoing sustainability. (12985)	May 2023	Sharon Burford	WBO5-A MF5-72a
B	<i>Locally, by delivering the 6 Transformational Strategy Area Plans targeting urban, coastal and rural Carmarthenshire</i>			
2	We will deliver Transformational town centre developments in Llanelli (13167), Ammanford and Carmarthen. (13167)	March 2023	Mike Bull	WBO5-B MF5-73a
3	We will deliver regeneration initiatives that focus on the development of the rural market towns in the County via the 10 Towns initiative. (13175)	March 2024	Mike Bull	WBO5-B MF5-73b
4	We will further develop the Carmarthenshire Coastal Belt at Llanelli, Burry Port and Pembrey (13168) through to Pendine (13169)	March 2023	Steffan Jenkins	WBO5-B MF5-73c
5	We will deliver the Cross Hands Growth Zone and bring forward developments at Cross Hands East Phase 2; Strategic Employment Site. (13164)	March 2025	Steffan Jenkins	WBO5-B MF5-73d
6	We will develop Local Employment Sites across the County as part of Transformations: strategic regeneration plan. (13165)	March 2025	Steffan Jenkins	WBO5-B MF5-73e
7	We will continue to deliver a Property Development Fund worth £11 million (£3.4 million from the Council and circa £7.5 million private sector investment). (14011)	March 2023	Mike Bull	WBO5-B MF5-73f
8	We will continue to deliver the Rural Enterprise Fund worth £6.3 million (£2.2 million from the Council and circa £4.1 million private sector investment). (14012)	March 2023	Mike Bull	WBO5-B MF5-73g
9	We will provide support to start up and established businesses wherever possible, with a particular focus on helping our SME's to upscale. (13166*)	March 2023	Steffan Jenkins	WBO5-B MF5-78
10	We will deliver employment support through the Workways + programme	Dec 2023	Steffan Jenkins	WBO5-B

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C	<i>By identifying and addressing the issues facing rural communities</i>			
12	We shall consider opportunities to work with other local authorities and partners to establish a Rural Deal to focus on rural regeneration and continue to deliver support through the Leader programme (14013)	March 2022	Helen Morgan	WBO5-C MF5-77
13	We will consider options for ensuring the most effective use of the Council farm estate to support affordable farming initiatives and maximising development/diversification opportunities, particularly in relation to regeneration of renewal energy. (13174)	March 2022	Emily Hughes	WBO5-C MF5-14
D	<i>By developing learning, skills, employability & encouraging a spirit of entrepreneurship throughout the county to support new businesses in the county (Regional Skills & Learning Partnership)</i>			
14	We will deliver the £30million Skills and Talent Initiative to ensure the County fully benefits from the opportunities that will be created through the £1.3 billion investment through the Swansea Bay City Deal. (13176)	March 2023	Jane Lewis	WBO5-D MF5-72b
E	<i>By ensuring clear business support plans in order to support any implications from Brexit</i>			
15	We will investigate & monitor the impact of Brexit on the economy of Carmarthenshire via the Brexit Risk and Opportunities Register. (14015)	March 2022	Helen Morgan	WBO5-E MF5-84
F	<i>By supporting local economic growth</i>			
16	We will work with the third sector and other stakeholders to develop the range of support services provided in the County across a number of service areas as well as further developing volunteering opportunities within the County. (14006)	March 2022	Helen Morgan	WBO4-F MF5-80
17	We will continue to maximise the draw-down of funding from external sources via the new funding programmes	March 2022	Helen Morgan	WBO4-F
18	We will continue to promote the County's tourism potential via the Celtic Routes project	March 2022	Helen Morgan	WBO4-F
G	<i>Digital Infrastructure and Connectivity</i>			
19	We will work with partners to address issues in terms of superfast broadband access and mobile phone signal across the County and in particular in rural areas. (14859)	March 2023	Gareth Jones	WBO5-F MF5-74
20	We will continue to lead the £55 million investment in Digital Infrastructure across Carmarthenshire and the wider Swansea Bay City Region (The Programme will help to ensure that the region is equipped with future-proofed Digital Infrastructure and connectivity that will provide the transformative foundations for regional growth and prosperity. The Programme will also help to ensure social inclusion and cohesion in a post COVID-19 world.)	March 2023	Gareth Jones	WBO5-F
** Well-Being Objective 10 - Look After the Environment Now and In the Future				
21	We will implement the Action Plan contained in the Route towards becoming a Net Zero Carbon Local Authority by 2030	April 2030	Kendal Davies	WBO10-C MF5-13
** Well-Being Objective 13 - Building a Better Council and Making Better Use of Resources				
A	<i>Transforming, Innovating and Changing (TIC) the way we work and deliver services</i>			
22	We will ensure the Council makes the most efficient & effective use of its remaining community-based assets by reviewing and enabling any relevant Community Asset Transfer requests from interested parties.	March 2022	Stephen Morgan	WBO13-A MF5-15
23	We will review the strategic operational property portfolio with the various services as a result of new ways of working	April 2022	Stephen Morgan	WBO13-A3

24	We will review land and property availability, including strategic acquisitions, to ensure that best use of commercial land and property is being made to support the local economy and / or to generate capital receipts.	March 2022	Peter Edwards	WBO13-A
Key Measures of Success				
25	Income - % performance against target to generate non-strategic Capital Receipts (2.1.2.12) (2019/20 Result 87.22%; 2020/21 Target 100%)	-	Peter Edwards	WBO13-B6
26	Jobs created with Regeneration assistance (EconD/001) (2019/20 Result 393.0; 2020/21 Target 184.0)	-	Mike Bull	WBO5-B
27	Jobs accommodated with Regeneration assistance (EconD/002) (2019/20 Result 85.0; 2020/21 Target 36.0)	-	Mike Bull	WBO5-B
28	The number of people placed into jobs with Regeneration assistance (EconD/003) (2019/20 Result 131.0; 2020/21 Target 130.0%)	-	Mike Bull	WBO5-B
29	The number of people helped into volunteering with Regeneration assistance. (EconD/005) (2019/20 Result 614; 2020/21 Target 1,030)	-	Mike Bull	WBO5-B
30	The level of Private Sector Investment / external funding secured (£) (EconD/008) (2019/20 Result £16,247,339; 2020/21 Target £6,325,568)	-	Mike Bull	WBO5-B

Key Divisional Risks

Risk Ref or New?	Risk Score After control measures	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+) (3. Service High Risk (scored 12+) – see Divisional Plan)	See row # above
CRR 190013	12	Delivery of City Deal	A1
CRR 190014	12	Delivery of the Pentre Awel	A1
New	8	Net Zero Carbon by 2030 (Dir Env. + HOS Regen)	21

Well-being of Future Generations Act 2015

This is a new Act introduced by the Welsh Government, which will change aspects of how we work. The general purpose of the Act is to ensure that the governance arrangements of public bodies for improving the well-being of Wales take the needs of future generations into account. The Act is designed to improve the economic, social and environmental well-being of Wales in accordance with sustainable development principles.

A. The Sustainable Development Principle of the Act

The new law states that we must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. **The sustainable development principle** is

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.’

B. The Five Ways of Working required by the Act

To show that we have applied the sustainable development principle we must demonstrate the following 5 ways of working:-

1. Looking to the long term so that we do not compromise the ability of future generations to meet their own needs;
2. Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their priorities;
3. Involving a diversity of the population in the decisions that affect them;
4. Working with others in a collaborative way to find shared sustainable solutions;
5. Understanding the root causes of issues to prevent them from occurring.

C. The Seven Well-being Goals of the Act

There are **7 well-being goals** in the Act. Together they provide a shared vision for public bodies to work towards. We must work towards achieving all of them.

Well-being Goals



Mae'r dudalen hon yn wag yn fwriadol

Eitem Rhif 9

PWYLLGOR CRAFFU CYMUNEDAU AC ADFYWIO

12^{ed} EBRILL 2021

CYNLLUN BUSNES ADRANNOL YR AMGYLCHEDD 2021/2022

Y Pwrpas:

Rhoi cyfle i aelodau adolygu cynllun busnes yr Adran

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Elfennau o'r cynllun busnes sy'n berthnasol i gylch gwaith y Craffu hwn fel y nodir isod:-

- Eiddo - Tudalen 9
- Cynllunio – Tudalen 12

Y Rhesymau:

Mae dangos sut mae'r adran, y mae gan y Craffu hwn gylch gwaith ar ei gyfer, yn cefnogi'r Strategaeth Gorfforaethol.

**Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad:
NAC OES**

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

Cyng. Mair Stephens (Dirprwy Arweinydd)

Cynghorydd Linda Evans (Deiliad y Portffolio Tai)

Y Gyfarwyddiaeth:

Amgylchedd

Enw Pennaeth y Gwasanaeth:

Llinos Quelch

Jonathan Fearn

Awdur yr Adroddiad:

Jackie M. Edwards

Swyddi:

Pennaeth Cynllunio

Pennaeth Eiddo

Rheolwr Gwelliant Busnes

Rhifau ffôn: / Cyfeiriadau E-bost:

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Communities and Regeneration Scrutiny Committee

12th April 2021

Environment Departmental Business Plan 2021/22

(Extracts Relevant to Community & Regeneration Scrutiny remit)

Purpose:

To give members an opportunity to review the Department's business plan.

1. BRIEF SUMMARY OF PURPOSE OF REPORT.

- This is the Environment Departmental Business Plan, but the following service areas are under the remit of this Scrutiny:
 - Planning
 - Property
- Due to the Coronavirus COVID-19 pandemic this is an abbreviated plan, usually it would include a review section, but this has been covered in the Service COVID-19 Impact Assessments previously submitted to this Scrutiny.
- The purpose of the business plan is nevertheless to show how this plan will support the delivery of the Corporate Strategy.

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

- The impact of the pandemic and BREXIT create a lot of uncertainty in future planning and this plan is subject to change.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Llinos Quelch
Jonathan Fearn

Head of Planning
Head of Property

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	YES

1. Policy, Crime & Disorder and Equalities

- This departmental business plan shows how the department supports the Corporate Strategy and its Well-being Objectives.
- It will be supported by more detailed divisional business plans.
- The actions that support the Well-being Objectives and the steps taken to achieve them will be monitored throughout the year.
- The COVID-19 pandemic has had a considerable impact on departments and business plans reflect this. There have been many lessons learnt and new ways of working developed that will be maintained.

2. Legal

The Well-being Future Generations Act (2015) requires that functions of the council should maximise their contributions to the Well-being Objectives set by the Council. Our Well-being Objectives maximise our contribution to the seven national Goals of the Act and demonstrate the five ways of working.

3. Finance

The Well-being Future Generations Act (2015) requires that we ensure that resources are allocated annually to meet our objectives. The budget breakdown has been reported to a previous meeting.

4. ICT

The Digital Transformation Strategy sets out the Council's strategic digital priorities and aspirations, and outlines what we plan to do to achieve our vision for a Digital Carmarthenshire.

5. Risk Management Issues

Key risks are identified for each department and mitigating actions are outlined.

6. Staffing Implications

As identified within the plan.

7. Physical Assets

Some projects might be included in the business plan.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Linos Quelch
Jonathan Fearn

Head of Planning
Head of Property

(Please specify the outcomes of consultations undertaken where they arise against the following headings) –

1. Local Member(s)

Name(s) of local member(s) and individual comments, if appropriate

N/A

2. Community / Town Council

Name(s) of Town/Community Councils(s) and individual comments to be included, if appropriate

N/A

3. Relevant Partners

Name(s) and individual comments to be included, if appropriate

N/A

4. Staff Side Representatives and other Organisations

Name(s) and individual comments to be included, if appropriate

N/A

EXECUTIVE BOARD PORTFOLIO
HOLDER(S) AWARE/CONSULTED
YES

Include any observations here

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Corporate Strategy		<u>Corporate Strategy 2018-2023</u>

Mae'r dudalen hon yn wag yn fwriadol

Environment Department's Summary Business Plan 2021-22

for delivering our Corporate Strategy
and Well-being Objectives

MARCH 2021

'Life is for living, let's start, live and age well in a healthy,
safe and prosperous environment'

carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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This is a Departmental Business Plan to show at a high level what the department will do to support the Corporate Strategy 2018-23 and the Well-being Objectives we have set. Within this framework we have examined our priorities for 2021/22 and the impact of COVID-19.

Purpose of the plan

This departmental business plan has been produced to give staff, customers, and elected members and partners a guide to the services provided by the department. It translates strategic objectives, to service objectives, to individual staff targets. It provides an open and transparent way of showing what is to be achieved and how we plan to do this.

It shows how resources will be used to achieve objectives and the service implications of budgetary increases or reductions. It shows what we get for what we spend and if we are making the most of what we have. The plan also aims to demonstrate and provide assurance on service standards so that the service can be held to account.

This plan will be supported by more detailed Divisional Plans and Team Plans.

Director's Overview

I would like to thank all staff and services for their excellent contribution, often under challenging circumstances. The impact of Covid-19 on the Environment Department in 2020 and ongoing impact has raised challenges in continuing to provide essential key services. The dedication, commitment, flexibility and personal resilience shown and applied by the department's staff deserve to be recognised and their aptitude and contribution cannot be overstated.

The department manages a diverse range of services which include highways and transport, waste collection and recycling, property maintenance and design, and planning. All divisions in the department have been working hard throughout the Covid-19 pandemic to maintain frontline services and support other departments, adapting to the new ways of working and developing safe working practices to enable the continuity of service delivery. Operationally, new services have included the establishment of a central store for personal protective equipment for the authority, improved customer communications and development of an online Household Waste Recycling Centre booking system.

Our high priorities for this year are to address the recent years flooding in Carmarthenshire, and support and contribute to the Net Zero Carbon agenda. Our Active Travel plans will support the reduction in carbon, whilst promoting a healthy lifestyle. We will continue to review and implement our Waste Strategy to improve recycling rates. We will deliver sustainable, energy efficient schools. And, we will continue to deliver our obligations under the Environment Act to enhance biodiversity and our green spaces. Our plans have been developed in line with the Future Generation sustainable development principles of planning for the long-term, prevention, integration, collaboration and involvement.

How the Department's Services support the Well-being Objectives

Well-Being Objective	Transportation & Highways Division	Property Division	Waste & Environmental Division	Planning Services Division	Specific focus for 2021/22
1. Help to give every child the best start in life and improve their early life experiences	✓				
2. Help children live healthy lifestyles			✓	✓	
3. Support and improve progress, achievement, and outcomes for all learners		✓			
4. Tackle poverty by doing all we can to prevent it, helping people into work and improving the lives of those living in poverty	✓				
5. Creating more jobs and growth throughout the county	✓	✓		✓	<ul style="list-style-type: none"> • Focus on SME • Foundational economy • Rural regeneration • Pentre Awel
6. Increase the availability of rented and affordable homes		✓		✓	Local housing crisis - escalating costs and second homes
7. Help people live healthy lives (tackling risky behaviour and obesity)	✓			✓	
8. Support community cohesion and resilience					
9. Support older people to age well and maintain dignity and independence in their later years	✓		✓		
10. Looking after the environment now and for the future	✓	✓	✓	✓	<ul style="list-style-type: none"> • Climate change with particular focus on flooding • Net Zero Carbon
11. Improving the highway and transport infrastructure and connectivity	✓				
12. Promoting Welsh Language and Culture	✓				Supporting national target of a million Welsh speakers
13. Better Governance and Use of Resources	✓	✓	✓	✓	Embed tackling inequality across all of the Council's objectives



[HOS and Well-being Objective Map](#)

[Steps within Well-being Objectives](#)

Divisional Business Plans will include supporting actions for the Well-being Objectives.

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Environment Departmental Key Priorities

Ref	Key Priorities	By When?	By Whom?	WBO Ref
PA1	Consider how we are set up as a department. Are there better synergies of services within and across other departments? Allow collaborative working across <u>structures</u> and reduce duplication. Consider working patterns for all groups of staff e.g. operatives, supervisors and managers; Consider the potential for multi-functional workforce not necessarily confined to specific work types.	Mar 2022	Ruth Mullen	WBO 13 B6
PA2	Review the interaction and service provision with respect to Corporate Procurement Unit and the Departmental Procurement Unit. More emphasis needed on performance and contract management.	Mar 2022	Ruth Mullen	WBO 13 B6
PA3	Review and evaluation of suitable technology and software, to aid efficient operational delivery and provide links with management systems that will avoid duplication and allow easy extraction of management and performance data, access to real time data for customers and improve mobile working opportunities.	Mar 2022	Ruth Mullen	WBO 13 B6
PA4	Review current communication channels and identify improvements to enable timely and effective two-way communication with all colleagues across the Directorate. To include specific solutions to address difficulties with communicating with non-office based and part-time colleagues.	Mar 2022	Ruth Mullen	WBO 13 B6
PA5	Identify property assets the department requires. Work with Regeneration Division to re-evaluate the concept of a single depot to provide modern and functional facilities for our operational staff, including vehicles and plant parking/storage. Given the reduced need for office content due to potential for greater homeworking a new depot may be more viable. Also, consider options for centralising WES operations at a single depot, co-located with CWM Environmental at Nantycaws. Aspects of Highways/TMU operational delivery could also be considered. Carbon Zero agenda to be considered also, along with plant and machinery.	Mar 2022	Ruth Mullen	WBO 13 B6
PA6	Review managerial, supervisory and operational resource levels and skills to allow sufficient resilience. Ensure skills and competencies match the service delivery and response expectations and include support for change management and staff wellbeing. Response to emergency project work and sufficient resource to ensure longer term delivery.	Mar 2022	Ruth Mullen	WBO 13 B6
PA7	One team approach – disparity of work allocation during the Pandemic to resource projects. Inequality of teams and individuals supporting delivery of services needs to be addressed, such as workloads/furlough/volunteering /capacity/willingness to work/flexibility.	Mar 2022	Ruth Mullen	WBO 13 B6

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Departmental Actions

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	To ensure the department takes into account and fully supports the embedding of progressive procurement arrangements in line with the whole Council approach.	31/3/2022	Ruth Mullen	WBO13-B6

Corporate /Departmental Risks

Risk Ref or New?	Risk Score	Identified Risk All risks can be profiled in the Divisional Plan. In this departmental plan the Division should identify: 1. Any Risks that it has on the Corporate Risk Register 2. Significant Risks (scored 16+) (3. Service High Risk (scored 12+) – see Divisional Plan)
CRR190016	20	Delivery of the Authority's waste management and recycling obligations (including meeting Landfill Targets) Owner: Ainsley Williams
Control Measure		Maintain current provision and infrastructure for recycling. Continue education and awareness activity to improve participation. Develop recycling strategy and direction of travel recycling rates of greater than 70% beyond 2025 (subject to publication of WGs new waste/beyond recycling strategy).
CR19/20023	20	Ash die back and the risk to public safety Owner: Llinos Quelch
Control Measure		Officers developing strategy for managing risk for ash die back for trees adjacent to the highway. Identification and consideration of risk where Ash trees are located on Council land. Pilot survey proposed for Highways Inspectors to establish the extent of Ash tree adjacent to the highway. Chainsaw training for Council operatives, specific to Ash die back
CRR190029	20	Failure to deliver the Council's commitment to become a net zero carbon local by 2030 Owner: Ruth Mullen
Control Measure		<ul style="list-style-type: none"> Public participation strategy being produced. Petition scheme being developed. In discussions with WG on proposal in the Bill for webcasting formal meetings. Remote attendance of members being discussed with WG and Public-i Collaborative working with Principal councils - awaiting further guidance from WG. Corporate Joint Committees - Guidance awaiting from WG - LG engagement will be expected in developing regulation.
CRR190032	20	Flooding - Strategic risk: The effects of more frequent and intense storm conditions that compromise homes, businesses, essential infrastructure and services.

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		Owner: Ruth Mullen
Control Measure		<ul style="list-style-type: none"> • Flood Risk Strategy and FRMPs • Community plans in terms of self-help where practicable • Continue to work with our professional partners (as a LLFA). • S19 Reports and action plans. • Pro-active maintenance programme for flood assets. • Making more use of contemporary flood data and information from partner agencies. • SAB for future development and TAN 15 compliance. • Effective communication strategy.
CRR190033	20	<p>Flooding - Operational risk: The effects of more frequent and intense storm conditions that compromise our operational ability to respond to widespread and prolonged emergencies both in the immediate response phase and recovery phase of an incident.</p> <p>Owner: Ruth Mullen</p>
Control Measure		Review maintenance methodology, continue to update winter maintenance plan, gather improved intelligence of the network performance. Present case for supporting additional capital investment
CRR190055	25	<p>Coronavirus – COVID19 : Impact on the Passenger Transport bus sector</p> <p>Ability of the sector to sustain financial stability in the short and long term and to source adequate staffing resources for the sector to support delivery of Passenger Transport services as a result of the impacts of the Covid 19 outbreak on the Department and Authority.</p> <p>Owner: Ruth Mullen</p>
Control Measure		To work closely with Regional and Welsh Government partners, other Departments and the Passenger Transport sector to implement contingency plans and measures to deal with the financial and staffing impacts of the Covid 19 outbreak
New	20	<p>SAC Phosphate & NRW Interim Planning Advice</p> <p>Owner: Ruth Mullen</p>
Control Measure		<p>Triage applications with grant implications as a matter of urgency along with other applications with economic benefits to see whether they can be progressed.</p> <p>Lobby and work with WG/NRW to get clarity around the scope of the requirements resulting from the Interim Advice to ensure that the authority can progress with determinations whilst still meeting its duties as a Competent authority in relation to the Habitat Regulations.</p>

Summary Divisional Plans

The Environment Department has four Divisions providing front line services to the people of Carmarthenshire and a Business Support Unit and Performance, Analysis & Systems Team that assist and provide support to the four divisions in delivering their services.

Each division has full business plans containing full details within each service area.

The Division Profiles included are as follows:

- Highways & Transport Division
- Property Division
- Waste & Environmental Division
- Planning Services Division

Transportation & Highways Summary Divisional Plan - HoS Steve Pilliner

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	We will continue to work with national and regional bodies to develop the public transport network to support carbon reduction and economic development.	31/03/2022	Stephen Pilliner	WBO 11-B MF5-6
2	We will support the Council's vision for Carmarthenshire to become the Cycling Hub of Wales by continuing to develop Active Travel infrastructure. We will also support the delivery of major on road cycle events. (13264)	31/03/2024	Stephen Pilliner	WBO11-A MF5-1
3	We will continue to support and contribute to the Weltag process with Welsh Government to support the delivery of a bypass for Llandeilo to improve air quality and safety in the town of Llandeilo. (13271)	31/03/2022	Stephen Pilliner	WBO11-A MF5-4
4	We will develop the Highway Maintenance Policy to in accordance with the Highways Asset Management Plan .	31/03/2022	Richard Waters	WBO 11-A
5	We will deliver the 3 year capital investment program for highway maintenance in accordance with the resources available. (14092)	31/03/2022	Chris Nelson	WBO11-A MF5-8
6	Develop, maintain and deliver a 3 year capital maintenance programme of highway bridge strengthening and replacement schemes . Prioritising delivery of schemes with the resources available	31/03/2022	Chris Nelson	WBO 11-A
7	We will continue to develop the infrastructure for the use of electric vehicles across the county including in rural areas. (13270)	31/03/2022	Simon Charles	WBO11-A MF5-6
8	We will work with communities to submit bids to the Welsh Government to secure funding for the development of Safer Routes in Communities and Active Travel to improve walking routes to encourage more sustainable travel to assist with achieving the objective of decarbonisation. (14096)	31/03/2024	Thomas Evans	WBO11-E MF5-7

9	<p>We will update the Council's Fleet Strategy to reduce the level of Carbon and Nitrogen Dioxide emissions from our transport operations over the next five years.</p> <p>We will:</p> <ul style="list-style-type: none"> • Reduce fossil fuel use by introducing alternative fuel powered Ultra Low Emission vehicles. • Procure vehicles and plant using whole of life costing for procurement. • Maintain and service our vehicles in accordance with manufacturers' recommendations. • Train our staff in new technologies. • Reduce the need to travel through new ways of working • Explore the use of alternative vehicles such as e scooters • Use vehicle telematics to improve efficiency. • Promote Active Travel journeys. <p>(14097)</p>	31/03/2022	Antonia Jones	WBO11-F MF5-5
10	<p>We will conclude the study into the feasibility of developing an overnight lorry park/s within the County.</p> <p>(13272)</p>	31/03/2022	Simon Charles	WBO11-A MF5-9
11	<p>We will continue to support the delivery of the Modernising Education Programme – redesigning networks to facilitate the movement of pupils as set out in our home to school transport policy.</p>	31/03/2022	Alwyn Evans	WBO 11-C
12	<p>Develop a joint working strategy between the Countryside Access Unit and the Countryside Operations/Ranger Unit to ensure an effective working partnership.</p>	31/03/2022	Richard Waters	WBO 10-B
13	<p>Work with community organisations to improve access to the network of footpaths and bridleways across the County. (14028)</p>	31/03/2022	Alan Warner	WBO7-A MF5-68
14	<p>We will review systems and processes across our business units and modernise our IT systems to improve efficiency.</p>	31/03/2022	Stephen Pilliner	WBO 13-B6
Measures				
1	<p>Number of people killed and seriously injured on the roads to meet the 40% reduction by 2020. (5.5.2.21)</p>	31/03/2022	Stephen Pilliner	WBO11-E
2	<p>Number of motorcyclists killed and seriously injured on roads to meet the 25% by 2020. (5.5.2.22)</p>	31/03/2022	Stephen Pilliner	WBO11-E
3	<p>Number of young people (aged 16-24) killed and seriously injured on roads to meet the 40% reduction by 2020. (5.5.2.23)</p>	31/03/2022	Stephen Pilliner	WBO11-E
4	<p>% of A roads in poor condition. (PAM/020)</p>	31/03/2022	Stephen Pilliner	WBO11-A
5	<p>% of B roads in poor condition. (PAM/021)</p>	31/03/2022	Stephen Pilliner	WBO11-A
6	<p>% of C roads in poor condition. (PAM/022)</p>	31/03/2022	Stephen Pilliner	WBO11-A
7	<p>% of principal (A) roads, non-principal (B) roads and non-principal (C) roads that are in overall poor condition. (THS/012)</p>	31/03/2022	Stephen Pilliner	WBO11-A
8	<p>The average number of calendar days taken to repair all street lamp failures during the year. (THS/009)</p>	31/03/2022	Stephen Pilliner	WBO8-D

Property Summary Divisional Plan – HoS Jonathan Fearn

Ref	Key Actions and Measures	By When?	By Whom?	WBO Ref
1	Further develop relationships with internal and potential external customers to encourage collaboration and commercial opportunities to make best use of Carmarthenshire's property-related Frameworks and operational teams.	31/03/2023	Jonathan Fearn	WBO6-A
2	Continue to design and manage projects to deliver the Authority's Modernising Education Programme	31/03/2023	Hywel Harries	WBO3-C
3	We shall deliver phase 2 of the development of Glanaman Workshops to provide improved workshop availability. (13170)	31/03/2023	Hywel Harries	WBO5-B MF5-10
4	Develop, implement and monitor compliant procurement exercises for the Division, working in conjunction with the Corporate Procurement Unit.	31/03/2023	Jonathan Fearn	WBO13-B6
5	Continue with recruitment programmes, together with graduate and apprentice appointments, to fill ongoing vacancies. Support construction apprentice programmes and develop further in-sourcing arrangements, subject to appropriate business cases.	31/03/2023	Jonathan Fearn	WBO4-C
6	Complete the review of Maintenance Operational teams to ensure effective and prioritised in-house delivery	31/03/2022	Jason Jones	WBO13-B6
7	Continue the roll out the Housing Repairs Review new working model to deliver a more timely, flexible, and efficient multi-skilled repairs service and finalise an implementation plan for extending the service countywide, including appropriate multi-skilling training for all our responsive/ preventative maintenance operatives.	31/03/2023	Chris Derrick	WBO6-A
8	Continue to develop mobile working technology and our works management systems for our workforce to enable them to work in an agile and cost-effective way including implementation of effective IT developments to support efficient delivery of services	31/03/2022	Jonathan Fearn	WBO13-B6
9	Ensure that risks relating to all premises owned or occupied by CCC are suitably & sufficiently identified & managed. Roll out the condition survey programme to develop the "one property" approach to compliance and condition	31/03/2023	Andrew Rees	WBO13-B6
10	Contribute to delivering the Authority's Affordable Homes Delivery Plan and Swansea Bay City Deal 'Homes as Power Stations' programme to help generate sustainable and affordable homes and address fuel poverty for our residents by developing new homes with innovative technologies to limit energy usage	31/03/2022	Hywel Harries	WBO6-A
11	Develop projects and programmes to contribute to the Authority's net-zero carbon ambitions	31/03/2023	Jonathan Fearn	WBO10-C
12	We will continue to maintain and manage the PPE and cleaning stores	31/03/2023	Jonathan Fearn	WBO13-B6
Key Measures				
1	Average number of days to complete housing repairs. (PAM/037)	31/03/2022	Jason Jones	WBO6-A

Waste & Environmental Summary Divisional Plan – HoS Ainsley Williams

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	We will continue to review and develop our waste treatment strategy options and recycling infrastructure needs to ensure that we can continue to meet our statutory recycling targets and landfill diversion targets from April 2018. (13256)	31/03/2022	Ainsley Williams	WBO10-E MF5-16
2	We will continue to work with CWM Environmental to review our waste treatment/disposal arrangements in the immediate term and long term by securing appropriate arrangements for treating and disposing of our waste.	31/03/2022	Ainsley Williams	WBO10-E
3	We will continue to review existing household recycling participation rates to maximise landfill diversion and increase recycling. Undertake a programme of door-stepping to advise and encourage householders to participate in our recycling schemes.	31/03/2022	Ainsley Williams	WBO10-E
4	Undertake a full review of our waste collection methodology at the kerbside, with a view to assessing alternative models of delivery on a cost vs performance gain basis. This will include a consultation exercise with a range of stakeholders.	31/03/2022	Ainsley Williams	WBO10-E
5	Continue to target local environment quality issues, including dog fouling, fly-tipping and general litter blight. Review effectiveness of Public Space Protection Order.	31/03/2022	Ainsley Williams	WBO10-E
6	Review and update our Public Convenience Strategy as necessary.	31/03/2022	Ainsley Williams	WBO9-B
7	We will work in accordance with our Flood Risk Management Plan and commence implementation as part of the strategy for identifying, managing and mitigating flood risk within our communities.	31/03/2022	Ainsley Williams	WBO10-D
8	To undertake the role of Lead Local Flood Authority in investigating widescale incidents of flooding in accordance with the Flood and Water Management Act. This will include the coordination of flood investigations where there are multiple sources of flood causations involving partner organisations as asset owners/Risk Management Authorities (RMAs). We will work with RMAs to find solutions or mitigations where appropriate and viable.	31/3/2022	Ainsley Williams	WBO10-D, WBO8-C
9	Manage the determination of all Sustainable Drainage Approval Body (SAB) applications within the 7 or 12-week deadline Manage the determination of all Flood Defence Consent (FDC) applications within the 2-calendar month deadline; Establish and implement a process for the adoption of Sustainable Drainage Systems.	31/03/2022	Ainsley Williams	WBO10-D
10	We will develop and produce a flood guidance document	31/03/2022	Ainsley Williams	WBO10-D

11	Provide technical advice and support to Town Councils, Community Council`s and Sporting Organisations in relation to transferred assets.	31/03/2022	Ainsley Williams	WBO13-B6
12	Review all SLAs with internal clients on an annual basis (schools and Housing)	31/03/2022	Ainsley Williams	WBO13-B6
13	We will work with local stakeholders to manage the local environment quality in terms of managing blight and associated problems on public land by undertaking litter and fly-tipping management arrangements across the County, including enforcement work. This will include a particular focus on some areas of Llanelli that have specific problems.	31/03/2022	Ainsley Williams	WBO13-B6
14	We will develop and implement a comprehensive plan to fully utilise the assets at Parc Howard. (13248)	31/03/2022	Ainsley Williams	WBO10-A MF5-19
15	Review our operational arrangements for the cleansing service.	31/03/2022	Ainsley Williams	WBO13-B6
16	We will review future plans for Nantycaws in relation to Net Zero Carbon.	31/03/2022	Ainsley Williams	WBO10-C
Measures				
1	% of streets that are clean. (PAM/010)	31/03/2022	Ainsley Williams	WBO10-E
2	% of waste reused, recycled or composted. (PAM/030)	31/03/2022	Ainsley Williams	WBO10-E
3	Average number of working days taken to clear fly tipping incidents. (PAM/035)	31/03/2022	Ainsley Williams	WBO10-E
4	Kilograms of residual waste generated per person. (PAM/043)	31/03/2022	Ainsley Williams	WBO10-E
5	The Cleanliness Index. (STS/005a)	31/03/2022	Ainsley Williams	WBO10-E
6	Monitoring of Flooding measure to be developed	31/03/2022	Ainsley Williams	WBO10-D

Planning Summary Divisional Plan – HoS Llinos Quelch

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	<p>Fully implement the Strategic Planning Review Report received Jan 2020.</p> <p>Most actions complete by end of March 2021, with exception of amendments to Structure (staff consultation post budget decision March 2021), introduction of pre-app fees (1st September 21 a possible start date subject to capacity review & sign off) & one office location (could be 2021 or 2022 – depending on New Ways of Working outcomes)</p>	01/09/21	Llinos Quelch	WBO13
2	Prepare a Welsh Language Action Plan (Strategic Planning Review Recommendation 2)	31/4/ 2021	Ian Llewelyn	WBO12
3	Set up a Corporate Planning Group (Strategic Planning Review Recommendation 11, 12, 15 and 21).	31/03/22	Llinos Quelch	WBO05 WBO06 WBO13
4	<p>Planning Service Managers to commit to Planning Performance improvement (Strategic Planning Review Recommendation 32)</p> <p>Performance Management Schedule to be written and implemented for whole Division. Includes specific measures for the development management function</p>	<p>31/03/21 (measures in place)</p> <p>31/03/22 (monitoring)</p>	Llinos Quelch	WBO13
5	<p>Address historic and new planning applications Backlog (Strategic Planning Review Recommendation 24)</p> <p>Use consultants on a temporary basis with regards the historic backlog. Address capacity issues within the structure to ensure sustainable caseloads moving forward</p>	<p>31st June 2021 (backlog)</p> <p>31st May 2021 (structure)</p>	Llinos Quelch	WBO13
6	We will formalise our process for dealing with all pre-application enquiries, both statutory and discretionary, including the receipt of fee income where appropriate. This will include Built Heritage enquiries.	<p>31/03/2022</p> <p>(subject to capacity this could be 1st Sept 21)</p>	Julian Edwards	WBO13-B6
7	<p>We will work towards ensuring that CCC meets its Biodiversity and Ecosystem Resilience Duty under Section 6 of the Environment (Wales) Act: planning what actions it will deliver and reporting on outcomes achieved to WG. Evidencing links between this work and the requirements of the Well-being of Future Generations (Wales) Act 2015.</p> <p>We will work towards ensuring that CCC regularly updates its Environment Act Forward Plan as required by the legislation</p>	31/03/2022	Rosie Carmichael	WBO10-A

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	<p>Ensure staff across CCC at all levels are aware of the need to deliver CCC's Environment Act Forward Plan and their role in doing this.</p> <p>We will ensure that CCC's own development projects deliver biodiversity enhancements, ecological mitigation and compensation, as per the legislation and policy</p>			
8	We will continue to review the implementation and effectiveness of the Dangerous Structures Policy.	31/03/2022	Steve Pound	WBO13-B6
9	<p>We will implement the tree strategy to improve the environment and mitigate the effects of air and noise pollution in our more populated areas. MF5-23</p> <p>This strategy will link with the Council's approved Tree Management Procedure, and will apply primarily to trees on land owned or managed by CCC, but could equally well apply to other land e.g. land managed by other members of the Public Service Board, and Town and Community Councils. This action will enhance and sustain both our natural and our built spaces. There is also a need to look at Ash Die back during the coming years.</p>	31/03/2022	Rosie Carmichael	WBO10-A MF5-23
10	We will continue to deliver the Caeau Mynydd Mawr SAC Marsh Fritillary project, consistent with SPG, which aims to ensure the management of at least 100ha of Marsh Fritillary habitat in perpetuity. We will expand this successful approach and use S 106 agreements and developer contribution to deliver other necessary biodiversity benefits where this is appropriate, dependent on securing the necessary resources	31/03/2022	Rosie Carmichael	WBO10
11	Undertake a review of the Built Heritage function will be reviewed to consider whether there is any scope regarding fee generating opportunities (e.g. training, advisory service etc.).	31/03/2022	Julian Edwards	WBO13-B6
12	We will produce and publish the Annual Monitoring Report (AMR) in relation to the adopted LDP by the 31 st October 2021. This reflects the impact on monitoring arising from Covid-19.	31/10/2022	Ian Llewelyn	WBO10-B
13	We will progress to the adoption of the Revised LDP 2018 - 2033 in accordance with statutory provisions.	31/08/2022	Ian Llewelyn	WBO02 WBO05 WBO06 WBO07 WBO10 WBO11 WBO12 WBO13 MF5-20
14	We will prepare an integrated Green Infrastructure Strategy to build on the national and local policies incl. Revised LDP and content of the Green Infrastructure Assessment.	31/08/2022	Ian Llewelyn	WBO02 WBO10
15	We will continue to monitor and where appropriate manage the use of monies raised through developer contribution including s106 agreements. As a consequence, we will ensure monies are appropriately used and that there is an efficient	31/03/2022	Llinos Quelch	WBO10-B MF5-21

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	turn around in the use of funds in collaboration with colleagues from the Regen Team. (14079)			
16	We will continue to implement the Local Development Order for Llanelli Town Centre as part of a co-ordinated strategic approach to regeneration within the town centre. We will where appropriate develop and implement other LDO's in relation to other Town Centres and appropriate regeneration opportunities. Preparing and adopting these in accordance with regulatory provisions.	31/03/2022	Ian Llewelyn	WBO05
17	We will continue to maintain and where possible develop the internal Planning delivery/advice service.	31/03/2022	Llinos Quelch	WBO05 WBO06 WBO13
18	We will review the current Service Level Agreements to ensure that they are reflective of the demands on the service and the work being undertaken. SLA's will be revised as necessary.	31/03/2022	Hugh Towns	WBO13-B6
19	We will develop a customer charter for Planning services.	31/03/22	Llinos Quelch	WBO13-B6
20	We will develop and implement a training programme for Members	31 st December 2020 (programme in place) Implementation by 31/03/2022	Llinos Quelch/Nel I Hellier	WBO13-B6
Key Measures				
1	% of all planning applications determined in time. (PAM/018)	31/03/2022	Llinos Quelch	WBO13
2	Percentage of planning appeals dismissed. (PAM/019)	31/03/2022	Llinos Quelch	WBO13

Business Support

Ref	Key Actions and Measures	By When?	By Who?	WBO Ref
1	We will review departmental communication plan	31/03/2022	Jackie Edwards	WbO13-B5
2	We will deliver the outcomes as identified from the Departmental Health & Wellbeing Group	31/03/2022	Jackie Edwards	WbO13-B5

APPENDIX 1 - Well-being of Future Generations Act 2015

This is a new Act introduced by the Welsh Government, which will change aspects of how we work. The general purpose of the Act is to ensure that the governance arrangements of public bodies for improving the well-being of Wales take the needs of future generations into account. The Act is designed to improve the economic, social and environmental well-being of Wales in accordance with sustainable development principles.

A. The Sustainable Development Principle of the Act

The new law states that we must carry out sustainable development, improving the economic, social, environmental and cultural well-being of Wales. **The sustainable development principle is**

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.’

B. The Five Ways of Working required by the Act

To show that we have applied the sustainable development principle we must demonstrate the following 5 ways of working:-

1. Looking to the long term so that we do not compromise the ability of future generations to meet their own needs;
2. Taking an integrated approach so that public bodies look at all the well-being goals in deciding on their priorities;
3. Involving a diversity of the population in the decisions that affect them;
4. Working with others in a collaborative way to find shared sustainable solutions;
5. Understanding the root causes of issues to prevent them from occurring.

C. The Seven Well-being Goals of the Act

There are **7 well-being goals** in the Act. Together they provide a shared vision for public bodies to work towards. We must work towards achieving all of them.

Well-being Goals



Environment Department Budget

As agreed at a previous Scrutiny.

DRAFT

Mae'r dudalen hon yn wag yn fwriadol

COMMUNITY SCRUTINY COMMITTEE

12th APRIL 2021

FORTHCOMING ITEMS FOR NEXT MEETING TO BE HELD ON 17TH MAY 2021

In order to ensure effective Scrutiny, Members need to be clear as to the purpose of requesting specific information and the outcome they are hoping to achieve as a consequence of examining a report. Limiting the number of agenda items may help to keep meetings focused and easier to manage.

Proposed Agenda Item	Background	Reason for report
Community and Regeneration Scrutiny Committee Forward Work Programme	The Committee is required by Article 6.2 of the Council's Constitution to develop and publish an Annual Forward Work Programme	To adopt the 2021/22 Forward Work Programme
Budget Monitoring 2020/21	This is a standard quarterly budget report covering the revenue and capital budgets for the Community and Environment Departments which fall within the remit of the Community Scrutiny Committee	To enable the committee to undertake its monitoring role of the Community and Environment Department budgets which fall within its remit

Mae'r dudalen hon yn wag yn fwriadol

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
–as at 23/03/2021 (For the period March 21 – February 22)

Introduction

This plan is published to encourage and enable greater understanding between the Executive, all Councillors, the public and other stakeholders. It assists the Scrutiny Committees in planning their contribution to policy development and holding the executive to account.

The plan gives the public and stakeholders a chance to see the forthcoming major decisions to be made by the Executive Board over the next 12 months. It is reviewed and published quarterly to take account of changes and additional key decisions.

WORKING DRAFT

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
–as at 23/03/2021 (For the period March 21 – February 22)

CHIEF EXECUTIVES				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
INTEGRATED IMPACT ASSESSMENT AND COVER SHEET	Wendy Walters, Chief Executive/Gwyneth Ayres	Deputy Leader	No	May 2021
ANNUAL REPORT	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	VARIOUS IN JULY	27/09/21
WELLBEING OBJECTIVES	Wendy Walters Chief Executive	Communities and Rural Affairs		
WELSH GOVERNMENT CONSULTATION DOCUMENTS	Wendy Walters Chief Executive	Deputy Leader	If applicable	If applicable
REVIEW OF COMMUNITY COUNCIL BOUNDARIES & ELECTORAL ARRANGEMENTS	Wendy Walters, Chief Executive	Resources		As and when required
REVIEW OF THE CONSTITUTION (LEGISLATION CHANGES) - CRWG	Linda Rees Jones Head of Administration & Law	N/A CRWG - FEB	N/A	As And When Required
CITY DEAL UPDATE (INCLUDING PENTRE AWEL)	Wendy Walters Chief Executive	Leader		As & When Required
CARMARTHEN WEST RESIDENTIAL	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
BURRY PORT RELEASE OF LAND	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
8/12 VAUGHAN STREET, LLANELLI	Jason Jones Head of Regeneration	Regeneration / Property	Not applicable	26/04/21
WELSH LANGUAGE ANNUAL REPORT	Wendy Walters, Chief Executive/Gwyneth Ayres	Culture, Sport & Tourism	Yes	March 2022
CORPORATE STRATEGY	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	March 2022
STRATEGIC EQUALITY REPORT	Noelwyn Daniel -Head of ICT & Corporate Policy	Deputy Leader	Yes	March 2022
NET ZERO ACTION PLAN - REVIEW	Jason Jones, Head of Regeneration	Communities and Rural Affairs	Date to be confirmed	March 2022

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COMMUNITY SERVICES				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
DEVELOPMENT OF A NEW TENANT TYPE CHALLENGE PANEL	Jonathan Morgan – Head of Homes and SCr/Les James	Housing		24 TH May 2021
UNIVERSAL CREDIT AND RENTS UPDATE RENT ARREARS POSITION STATEMENT	Jonathan Morgan – Head of Homes and Safer Communities/ Jonathan Willis	Housing		26 th April 2021
ANTI SOCIAL BEHAVIOUR POLICY	Jonathan Morgan – Head of Homes and Safer Communities /Les James / Sue Watts/Robert David Williams	Culture, Sports & Tourism	E&PP Scrutiny 18/05/2021	07/06/21
CHS+ DELIVERING WHAT MATTERS BUSINESS PLAN	Jonathan Morgan – Head of Homes and Safer Communities/ Rachel Davies/ Gareth Williams	Housing	January 2022	February 2022 (Budget)
DIRECTOR OF SOCIAL SERVICES ANNUAL REPORT 2019/20	Jake Morgan – Director of Communities/Silvana Sauro	Social Care & Health		TBC
DOG BREEDERS LICENCE UPDATE (Change of Policy / Legislation – awaiting WG confirmation)	Jonathan Morgan – Head of Homes and Safer Communities/ Roger Edmunds	Public Protection		TBC

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CORPORATE SERVICES

Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
BI-MONTHLY REVENUE AND CAPITAL BUDGET MONITORING REPORTS	Chris Moore Director of Corporate Services	Resources	N/A	SEPT NOV JAN MARCH
QUARTERLY TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Resources	N/A	SEPT/OCT JAN APR
ANNUAL TREASURY MANAGEMENT & PRUDENTIAL INDICATOR REPORT	Chris Moore Director of Corporate Services	Resources	N/A	JULY
5 YEAR CAPITAL PROGRAMME	Chris Moore Director of Corporate Services	Resources	ALL JAN/ FEB	JAN
COUNCIL TAX BASE	Chris Moore / Helen Pugh	Resources	N/A	DEC
Council Tax Reduction Scheme	Chris Moore / Helen Pugh	Resources	N/A	FEB
BUDGET STRATEGY (Revenue and Capital)	Chris Moore Director of Corporate Services	Resources	ALL JAN/ FEB	JAN
HIGH STREET RATE RELIEF	Chris Moore Director of Corporate Services /Helen Pugh	Resources	N/A	March
CORPORATE RISK REGISTER	Chris Moore Director of Corporate Services / Helen Pugh	Resources	– Audit Committee March & SEPT	
TREASURY MANAGEMENT POLICY AND STRATEGY	Chris Moore Director of Corporate Services	Resources	N/A	FEBRUARY – BUDGET MEETING
FINAL BUDGET Revenue & Capital	Chris Moore Director of Corporate Services	Resources	N/A	FEBRUARY – BUDGET MEETING
HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING REPORT	Chris Moore Director of Corporate Services	Resources	HOUSING	FEBRUARY BUDGET MEETING
BUDGET OUTLOOK	Chris Moore Director of Corporate Services	Resources	N/A	NOV

EXECUTIVE BOARD FORWARD WORK PROGRAMME 20/21
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EDUCATION & CHILDREN				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
PROPOSAL TO RELOCATE YSGOL HEOL GOFFA AND TO INCREASE ITS CAPACITY (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	17/03/21 (stage 3)	12 th April 2021
PROPOSAL TO DISCONTINUE YSGOL GYNRADD BLAENAU AND TO INCREASE THE CAPACITY AND CHANGE THE NATURE OF PROVISION AT YSGOL GYNRADD LLANDYBIE (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO DISCONTINUE YSGOL RHYDYGORS (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE AGE RANGE AT YSGOL SWISS VALLEY (TBC) (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO DISCONTINUE YSGOL GYNRADD MYNYDD Y GARREG (STAGE 1, 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children	N/A	TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE NATURE OF PROVISION AT YSGOL Y FELIN (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children		TBC (Stage 2) TBC (Stage 3)
PROPOSAL TO CHANGE THE NATURE OF PROVISION AT MODEL VA PRIMARY SCHOOL (STAGE 2 AND 3)	Simon Davies – Head of Access to Education	Education & Children		TBC (Stage 2) TBC (Stage 3)
SCHOOL UPDATE REPORT- COVID 19, SCHOOLS CAUSING CONCERN AND FINANCE	Gareth Morgans – Director of Education and Children	Education & Children	N/A	
LA EDUCATION SERVICES SELF EVALUATION	Aneirin Thomas – Head of Education and Inclusion	Education & Children	tbc	TBC
POST 16 EDUCATION	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	TBC
RESULTS OF 2021 EXAMINATIONS”	Aneirin Thomas – Head of Education and Inclusion	Education & Children	tbc	N/A
CHILDREN’S SERVICES PAPER- TBC	Stefan Smith - Head of Children’s Services	Education & Children	N/A	tbc
CARMARTHENSHIRE 10 YEAR STRATEGY FOR EDUCATION	Gareth Morgans – Director of Education and Children	Education & Children	tbc	TBC
NEW 10 YEAR WELSH IN EDUCATION STRATEGY	Aeron Rees – Head of Curriculum and Wellbeing	Education & Children	tbc	TBC

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ENVIRONMENT				
Subject area and brief description of nature of report	Responsible Officer	Executive Portfolio	Scrutiny Committee to be consulted	Date of expected decision by Executive Board
PUBLIC REALM	Steve Pilliner / Richard waters	Environment		26/4/21
LDO	Llinos Quelch / Ian R Llewellyn	Environment		10/5/21
BUS REFORM	Steve Pilliner	Environment		24/5/21
PACE MAKING CHARTER	Llinos Quelch / Ian R Llewellyn	Environment		24/5/21
HIGHWAYS MAINTENANCE MANUAL	Steve Pilliner - Head of Transportation & Highways/ Chris Nelson/ Richard Waters	Environment	EPP 4/10/21	25/10/21
EQUESTRIAN STRATEGY	Steve Pilliner - Head of Transportation & Highways /Caroline Ferguson	Environment	EPP 4/10/21	25/10/21
GRAFFITI POLICY	Ainsley Williams	Environment	EPP 4/10/21	25/10/21
FLOOD RESPONSE	Ainsley Williams	Environment	4/10/21	25/10/21
LEQ	Ainsley Williams	Environment	EPP 4/10/21	25/10/21
ELECTRIC VEHICLE STRATEGY	Steve Pilliner / Simon Charles	Environment	EPP 12/11/21	6/12/21
PUBLIC CONVENIENCES	Ainsley Williams. Head of Waste & Environmental Services Rhys Davies	Environment	EPP 16/12/21	January 22

Dydd Iau, 25 Chwefror 2021

YN BRESENNOL: Y Cyngorydd G.B. Thomas (Cadeirydd)

Y Cynghorwyr:

J.M. Charles (yn lle H.L. Davies), C.A. Davies, W.R.A. Davies, D.C. Evans, R.E. Evans, S.J.G. Gilasbey, G.H. John (yn lle D. Thomas), B.W. Jones, H.I. Jones a/ac H.B. Shepardson

Hefyd yn bresennol:

Y Cynghorwyr C.A. Campbell, Aelod y Bwrdd Gweithredol dros Gymunedau a Materion Gwledig

G. Davies, Aelod y Bwrdd Gweithredol dros Addysg a Phlant

E. Dole, Arweinydd y Cyngor

L.D. Evans, Aelod y Bwrdd Gweithredol dros Tai

P. Hughes-Griffiths, Aelod y Bwrdd Gweithredol dros Diwylliant, Chwaraeon a Thwristiaeth

Yr oedd y swyddogion canlynol yn gwasanaethu yn y cyfarfod:

J. Jones, Rheolwr Eiddo a Phrosiectau Mawr

L. Quelch, Y Pennaeth Cynllunio

J. Morgan, Pennaeth Cartrefi a Chymunedau Mwy Diogel

I. Jones, Pennaeth Hamdden

R.M. Davies, Rheolwr Strategol Darparu Tai

N. Daniel, Pennaeth TGCh a Pholisi Corfforaethol

M. Evans Thomas, Prif Swyddog Gwasanaethau Democrataidd

S. Rees, Cyfieithydd Ar Y Pryd

J. Corner, Swyddog Technegol

R. Lloyd, Swyddog Gwasanaethau Democrataidd

E. Bryer, Swyddog Gwasanaethau Democrataidd

K. Thomas, Swyddog Gwasanaethau Democrataidd

Siambr A Rhag-Ystafell, 3 Heol Spilman, Caerfyrddin, SA31 1LE - 10.00 - 11.30 yb

1. YMDDIHEURIADAU AM ABSENOLDEB

Derbyniwyd ymddiheuriadau am absenoldeb gan y Cynghorwyr F. Akhtar (Cadeirydd), H. Davies a D. Thomas a'r Cyngorydd L.M. Stephens (Dirprwy Arweinydd y Cyngor).

Ar ran y Pwyllgor, estynnodd y Cadeirydd ei gydymdeimlad â'r Cyngorydd Dole yn dilyn marwolaeth ei fam.

Croesawodd y Cadeirydd Mr Jason Jones i'r cyfarfod yn dilyn ei benodiad fel Pennaeth Adfywio'r Cyngor.

2. DATGANIADAU O FUDDIANNAU PERSONOL GAN GYNNWYS UNRHYW CHWIPIAU PLEIDIAU A RODDIR MEWN YMATEB I UNRHYW EITEM AR YR AGENDA

Ni chafwyd dim datganiadau ynghylch unrhyw chwip waharddedig.

Y Cynghorydd	Rhif y Cofnod	Math o Fuddiant
J Gilasbey	7 - Eitemau ar gyfer y Dyfodol	Blaenraglen Waith y Bwrdd Gweithredol - Ynghylch: Pennu Rhenti Tai - Aelod o'r Teulu yn un o denantiaid y Cyngor -
J. Gilasbey	7 - Eitemau ar gyfer y Dyfodol	Blaenraglen Waith y Bwrdd Gweithredol – Ynghylch cau ysgolion - Mae aelod o'r teulu yn athro/athrawes yn un o'r ysgolion yr effeithir arnynt

3. CWESTIYNAU GAN Y CYHOEDD (NID OEDD DIM WEDI DOD I LAW)

Dywedodd y Cadeirydd nad oedd dim cwestiynau wedi dod i law gan y cyhoedd.

4. STRATEGAETH GORFFORAETHOL 2018/23 - DIWEDDARIAD EBRILL 2021

Derbyniodd y Pwyllgor adroddiad a gyflwynwyd gan y Cynghorydd C. Campbell (Aelod o'r Bwrdd Gweithredol dros Gymunedau a Materion Gwledig) yn rhoi'r wybodaeth ddiweddaraf am Strategaeth Gorfforaethol y Cyngor ar gyfer 2018-23, ym mis Ebrill 2021. Roedd yr adroddiad yn manylu ar y cynnydd sy'n cael ei wneud yn erbyn amcanion Llesiant y Cyngor a fabwysiadwyd ym mis Mehefin 2018, fel y'i diwygiwyd i adlewyrchu blaenoriaethau sy'n datblygu ac effaith y pandemig Coronafeirws (Covid-19), Brexit a newid yn yr hinsawdd. Er yr ystyriwyd ei bod yn arfer da sicrhau bod y Strategaeth Gorfforaethol wedi'i diweddarau a bod adnoddau wedi'u dyrannu i flaenoriaethau, nododd y Pwyllgor fod yn rhaid cyhoeddi'r Amcanion Gwella yn flynyddol yn unol â Deddf Llywodraeth Leol (Mesur Cymru 2009) a Deddf Llesiant Cenedlaethau'r Dyfodol.

Gwnaed cyflwyniadau ategol hefyd gan Aelodau'r Bwrdd Gweithredol y Cynghorydd E. Dole (Arweinydd y Cyngor sy'n gyfrifol am adfywio) L. Evans (Tai), P. Hughes Griffiths (Diwylliant, Chwaraeon a Thwristiaeth) a G. Davies (Addysg) mewn perthynas â'u portffolios penodol

Codwyd y cwestiynau/materion canlynol ar yr adroddiad:-

- Cyfeiriwyd at bwynt gwella 'A' yn Amcan Llesiant 2 sef "cynyddu'r amrywiaeth o gyfleoedd gweithgarwch corfforol sydd ar gael i blant a thargedu'r rheiny sy'n wynebu risg uwch o anweithgarwch". Gofynnwyd am eglurhad ynghylch sut y gellid cyflawni hynny heb wahanu plant oddi wrth eu dosbarth.

Dywedodd yr Aelod o'r Bwrdd Gweithredol dros Addysg, gan nad oedd gweithgareddau'n addas ar gyfer pob disgybl, fod yr awdurdod yn gweithio gydag ysgolion a disgyblion i ddatblygu a chynyddu'r ystod o weithgareddau corfforol sydd ar gael i blant. Byddai anogaeth yn cael ei rhoi i blant, lle bo angen, ond ni fyddai unrhyw blentyn yn cael ei wahanu oddi wrth ei ddosbarth.

- Cyfeiriwyd at y cyhoeddiad diweddar gan Lywodraeth y DU am gyllid ychwanegol i ysgolion ac a ellid defnyddio hynny i fesur gweithgarwch mewn ysgolion fel y nodir yn yr adroddiad.

Dywedodd yr Aelod o'r Bwrdd Gweithredol dros Addysg, er bod yr arian ychwanegol yn cael ei groesawu, yn yr un modd â dyfarniadau grant eraill a dderbyniwyd yn ddiweddar, byddai'n cael ei ddyrannu i gefnogi llesiant ac addysg plant yn ystod y cyfnod anodd hwn.

- Mewn ymateb i gwestiwn ar y cynnydd yn y nifer sy'n defnyddio'r cynllun Prydau Ysgol am Ddim yn dilyn y pandemig, cadarnhaodd yr Aelod o'r Bwrdd Gweithredol dros Addysg fod y gost yn cael ei thalu gan y cyngor ac na fyddai unrhyw blentyn mewn angen yn mynd hebdo. Cyfeiriodd hefyd at y rhai a oedd wedi colli eu swydd neu wedi'u rhoi ar ffyrlo oherwydd y pandemig a phwysleisiodd pa mor bwysig oedd i rieni yr effeithiwyd arnynt gan yr amgylchiadau hynny, neu amgylchiadau eraill, gysylltu â'r awdurdod/ysgol os oedd angen cymorth arnynt.
- Cyfeiriwyd at yr amcangyfrif o 3,000 o swyddi a gollwyd ledled Sir Gaerfyrddin ers dechrau'r pandemig ac a oedd yr awdurdod wedi pennu unrhyw amserlen i wneud yn iawn am y colledion hynny.

Atgoffodd Arweinydd y Cyngor y Pwyllgor fod yr Awdurdod wedi datblygu cynllun adfer i helpu i wneud yn iawn am effaith y pandemig ar Sir Gaerfyrddin (yr awdurdod lleol cyntaf yng Nghymru i baratoi cynllun o'r fath) a'i fod wedi gwneud darpariaeth yn strategaeth y gyllideb i fuddsoddi yn yr adferiad a bodloni amcanion y cynllun o fewn amserlen mor fyr â phosibl. Yn hynny o beth, nododd fod disgwyl i gymeradwyaeth dod i law yn fuan gan Lywodraeth y DU a Llywodraeth Cymru ar gyfer datblygiad Pentre Awel a fyddai, pan gaiff ei roi ar waith yn llawn, yn creu oddeutu 2,000 o swyddi dros gyfnod o 10 mlynedd.

Dywedodd y Pennaeth Adfywio, er bod amserlen gychwynnol y cynllun yn ceisio dychwelyd i lefelau cyflogaeth fel yr oeddent cyn y pandemig o fewn dwy flynedd, byddai'r Awdurdod yn ceisio cyflymu'r amserlen drwy ddefnyddio cyllid ychwanegol a manteisio ar yr holl gyfleoedd wrth iddynt godi.

- Mewn ymateb i gwestiwn ar gymorth i fusnesau yn ystod y pandemig presennol a thu hwnt, cadarnhaodd yr Arweinydd fod yr Awdurdod wedi ymrwmo i ddarparu'r cymorth hwnnw lle bynnag y bo modd. Roedd cyllid ar gael yn strategaeth y gyllideb i gefnogi busnesau newydd a'r rhai sy'n bodoli eisoes a byddai pob cyfle'n cael ei archwilio i ddenu cyllid o ffynonellau eraill i wella'r ddarpariaeth honno. Yn hynny o beth, byddai'r Awdurdod yn cyflwyno sylwadau i Lywodraeth Cymru ar gyfer parhau â Rhaglen Arfor am y ddwy flynedd nesaf, sef rhaglen yr oedd wedi gallu darparu £500k o gyllid grant i fusnesau yn y sir.

Dywedodd y Pennaeth Adfywio fod un o brif themâu'r cynlluniau adfer yn ymwneud â lleoliaeth drwy wella sgiliau'r gweithlu lleol a defnyddio Strategaeth Gaffael y Cyngor i helpu busnesau lleol

- Cyfeiriwyd at yr effaith bosibl y gallai ymadawiad y DU o'r Undeb Ewropeaidd ei chael ar economi Sir Gaerfyrddin ac a oedd hynny yn ffactor a ystyriwyd wrth lunio cynllun adfer Covid y Cyngor. Dywedodd yr

Arweinydd fod yr Awdurdod wedi sefydlu Gweithgor Brexit a gyfarfu bob pythefnos i ystyried materion sy'n codi o'r ymadawiad, a allai effeithio ar y sir.

- Cyfeiriwyd at yr amser yr oedd disgyblion wedi'i golli o'r ysgol yn ystod y pandemig a'r effaith bosibl y gallai ei chael ar blant sy'n dysgu Cymraeg sy'n byw mewn cartrefi di-Gymraeg. Cadarnhaodd yr Aelod o'r Bwrdd Gweithredol dros Ddiwylliant, Chwaraeon a Thwristiaeth fod pryder wedi'i godi ledled Cymru. Cyfeiriodd hefyd at y cyhoeddiad diweddar gan Lywodraeth y DU am gyllid ychwanegol i helpu disgyblion i ddal i fyny â'u hastudiaethau a gobeithiai y gellid defnyddio rhywfaint o hynny i helpu disgyblion yr effeithiwyd arnynt gyda'u Cymraeg.

PENDERFYNWYD YN UNFRYDOL dderbyn Strategaeth Gorfforaethol 2018/23 - Diweddariad Ebrill 2021.

5. DIWEDDARIAD GWEITHREDU CRAFFU

Cafodd y Pwyllgor adroddiad a nodai'r hyn a wnaed mewn perthynas â'r ceisiadau neu atgyfeiriadau a oedd wedi deillio o gyfarfodydd blaenorol.

Rhoddwyd sylw i'r mater canlynol wrth drafod yr adroddiad:-

- Cyfeiriwyd at benderfyniad y Pwyllgor i gynnal seminar aelodau ar Gredyd Cynhwysol a chadarnhaodd Pennaeth Cartrefi a Chymunedau Mwy Diogel fod trefniadau'n cael eu gwneud i'w gynnal ym mis Mai 2021

Dywedodd yr Aelod o'r Bwrdd Gweithredol dros Gymunedau a Materion Gwledig wrth y Pwyllgor y byddai'r Awdurdod yn darparu llinell ffôn benodol cyn bo hir i ddarparu cymorth a chynghor ar gyfer pob ymholiad sy'n ymwneud â budd-daliadau

PENDERFYNWYD YN UNFRYDOL dderbyn yr adroddiad.

6. EGLURHAD AM BEIDIO Â CHYFLWYNO ADRODDIAD CRAFFU

Cafodd y Pwyllgor esboniad dros beidio â chyflwyno'r adroddiad(au) craffu canlynol

- Cynlluniau Busnes Adrannol
- Adroddiad Blynyddol Safonau Llyfrgelloedd Cyhoeddus Cymru 2019/20

Hysbyswyd y Pwyllgor y byddai adroddiadau'r Cynllun Busnes Adrannol bellach yn cael eu cyflwyno yng nghyfarfod nesaf y Pwyllgor ar 12 Ebrill, 2021.

PENDERFYNWYD nodi'r eglurhad am beidio â chyflwyno'r adroddiadau.

7. EITEMAU AR GYFER Y DYFODOL

(NODER: Gan ei bod wedi datgan buddiant yn y mater hwn yn gynharach, gadawodd y Cynghorydd J Gilasbey y cyfarfod cyn i'r Pwyllgor ystyried y mater)

Rhoddodd y Pwyllgor ystyriaeth i'r eitemau a fyddai'n cael eu hystyried yn y cyfarfod nesaf oedd i'w gynnal ar 12 Ebrill, 2021, ac fel y nodwyd yng Nghofnod 6

uchod, byddai'r Cynlluniau Busnes Adrannol yn cael eu cyflwyno yn y cyfarfod hwnnw.

PENDERFYNWYD nodi'r rhestr o eitemau ar gyfer y dyfodol a oedd i'w hystyried yn y cyfarfod nesaf ar 12 Ebrill, 2021, ynghyd â'r Cynlluniau Busnes Adrannol.

8. LLOFNODI YN GOFNOD CYWIR GOFNODION Y CYFARFOD A GYNHALIWYD AR 2 CHWEFROR 2021

PENDERFYNWYD YN UNFRYDOL lofnodi bod cofnodion cyfarfod y Pwyllgor a gynhaliwyd ar 2 Chwefror, 2021 yn gywir.

CADEIRYDD

DYDDIAD

Mae'r dudalen hon yn wag yn fwriadol